



# 14<sup>th</sup> Annual Summer Institute and College Tours

July 17-19, 2017



## Fees and Registration Information

### We look forward to seeing you at the 14<sup>th</sup> Annual Summer Institute!

The two-day Summer Institute (July 17–18, 2017) is intended for new and veteran college admission and counseling professionals, with a lineup of sessions that will be of interest to both sides of the desk. Join us for optional college tours of Hollins University the evening of July 18 and tours of Radford University and Virginia Tech on July 19 following the Institute.

Using a personalized setting, the PCACAC Summer Institute is uniquely designed to provide professional development, networking opportunities, training, and leadership growth for professionals who assist students in the transition from high school to college. Your participation furthers our mission to support and advance college admission professionals like yourself as you guide your institution, students, and families in an ethical manner.

Summer Institute programming on July 17 & 18 will take place on campus. Find directions to campus at [www.roanoke.edu/about/visit/maps\\_and\\_directions](http://www.roanoke.edu/about/visit/maps_and_directions) or use the following address:

**Roanoke College**  
**221 College Lane**  
**Salem, VA 24513**  
**540-375-2500**

### Registration & Lodging Fees

Summer Institute registration includes sessions, meals, a campus tour, lodging (**except Sunday**) and free parking (parking is limited and carpooling is encouraged). If you are staying for the college tours, lodging for Monday and Tuesdays night is included in that registration fee.

**Please note:**

- If you choose to arrive on Sunday night, dinner is on your own.
- College Tours are an optional part of the Summer Institute and cannot be booked as a stand-alone event. One of the college tours along with dinner will take place Tuesday evening. The other two will be on Wednesday.
- **One-day registration is not available.**

**This year's fees are:**

	Registration Fees MEMBER	Registration Fees NON-MEMBER
Sunday Night, Lodging ONLY (early arrival and check-in option)	\$50	\$50
Summer Institute Registration (excludes Wednesday College Tours)	\$280	\$330
Summer Institute Registration and Wednesday College Tours	\$345	\$395

***We cannot offer on-site registration.***

## **REGISTRATION**

**Registration closes at midnight on Friday, July 9, 2017.** Early registration is advised, as space is limited to 100 registrants. A wait list will be available in the event of cancellations. To register, visit [www.pcacac.org/summer-institute](http://www.pcacac.org/summer-institute) and [complete the 2017 Summer Institute Registration Form](#).

PCACAC members automatically receive a \$50 discount toward their registration upon logging in to the registration form. **Member discounts are reflected in the fee schedule above.** One-day registration is not available. If you are not currently a member and would like to enjoy the benefits membership has to offer, please visit the *Membership Information* section on our Home page at [www.pcacac.org](http://www.pcacac.org) and click on [Join](#) or [Renew](#). **If you are a new member, please give us 24-48 hours to validate your membership before registering, or call us right away at 434-989-7557.**

**IMPORTANT:** If you would like to register new hires, but do not yet know who they are:

1. Create a “dummy” email address for **each individual** (i.e., info1@pcacac.org, info2@pcacac.org, etc.) to access the registration form.
2. **Be sure to write down the email address you used and the password assigned by the registration system (a combination of numbers and letters). You will not receive this information in the confirmation email.**
3. Complete the registration form for each individual and insert **TBD** in the required name fields.
4. Provide your name and email address in the “ADDITIONAL CONTACT INFORMATION” section of the form and we will email you a copy of the registration.
5. When you know who the individual(s) is/are, you may use the email(s) as the username and the password(s) assigned to log back into the submitted form (as an Existing User) and update their information.

## **PAYMENT POLICY**

All registration fees must be paid in full by the start of the Summer Institute. *Please remember, we do not offer on-site registration.* Payment may be made during the online registration process either by credit card or by selecting the “Send Check” option. **NOTE:** If selecting the “Send Check” option, your check must be received by **July 7, 2017.** *For either payment method, once registration has been completed an Invoice/Receipt will be sent immediately to the registrant at the email address provided.*

Please make checks payable to **PCACAC** and mail to: PCACAC  
Attn: SI Registration  
PO Box 8308  
Charlottesville, VA 22906

## **REFUND POLICY**

To process a refund, requests must be emailed to [info@pcacac.org](mailto:info@pcacac.org) no later than July 1, 2017. A \$50 processing fee will be applied. Refunds are not given in the event of non-participation.

## **ACCOMMODATIONS**

Sleeping rooms are on campus and are typically single occupancy (can be shared) with one bathroom for every two rooms. Participants will be responsible for keys and access cards while on campus. The Summer Institute is based on the philosophy that staying overnight with the other members of the community is beneficial to the overall camaraderie of the experience. **Linens are included.**

## **WAIT LIST**

This program is deliberately limited to 100 participants to maintain high levels of professional development and networking opportunities. Registrations over 100 will be moved to a wait list and, if room becomes available, registrants will be contacted no later than July 12, 2017.

## **DRESS CODE**

Dress code is business casual. Nice shorts and jeans are appropriate, as well as polo shirts, khakis, casual blouses and summer dresses. Be sure to wear comfortable shoes for the walking campus tour on Monday. Dinner Monday night is plated and jeans or shorts are not recommended.

## **QUESTIONS?**

Directions, parking information, and final details will be emailed to you approximately one week before the Summer Institute. In the meantime, if you have questions, we're happy to help:

**General Information:** Alice Robertson and Kate Perry, Summer Institute Chairs, [ALRobertson@fcps.edu](mailto:ALRobertson@fcps.edu) and [kate@wm.edu](mailto:kate@wm.edu)

**Professional Development Chair:** Rebekah LaPlante, [rebekahl@vt.edu](mailto:rebekahl@vt.edu)

**College Tours:** Chris Boehm, College Tours Coordinator, [cboehm@archmereacademy.com](mailto:cboehm@archmereacademy.com)

**Registration & Lodging:** Rhonda Douthit, PCACAC Executive Assistant, [info@pcacac.org](mailto:info@pcacac.org), 434-989-7557