The University of Missouri-St. Louis values the continued research, growth and resources that are exhibited by attending any national conference, especially the First Year Experience Annual Conference. The Office of New Student Programs was an example of that commitment in providing professional development opportunities for this office, as well as, campus-wide to those that assist serving new students.

New Student Programs invites colleagues to apply and attend the conference with the expectation of developing specific goals in the area of orientation, transition, and retention that would be implemented at UMSL upon the return.

Inside this packet describes the specific opportunities gained by attending the FYE conference, expectations of attending on behalf of UMSL and compensation and timeline and commitment for attending the conference.

**INTRODUCTION OF 2017 FYE ANNUAL CONFERENCE |**

The Annual Conference on The First-Year Experience provides a forum for higher education professionals to share experiences, concerns, and accomplishments related to supporting student learning, development, and success in the first college year.

High-quality concurrent session, roundtable discussion, and poster presentation proposals are invited on topics addressing the myriad aspects of the first year of college. Proposals undergo blind review and are selected based on appropriateness of session topic, adherence to proposal guidelines, and overall quality of the proposal.

For additional details, featured speakers, glance at the schedule, please visit the conference website: [http://www.sc.edu/fye/annual/](http://www.sc.edu/fye/annual/)

**PROCESS AND TIMELINE |**

| October: | Applications available in the Office of New Student Programs, 366 MSC |
| November 16: | Deadline for applications |
| November 17: | Notification of selections and approvals from supervisors, & NSP will process registration, hotel and flight accommodations |

**COMPLETE APPLICATION INCLUDES |** Application including additional questions & supervisor support letter

Completed Applications are due Wednesday, November 16, 2016 by 5:00 PM and can be turned in to the Office of New Student Programs, 366 MSC or emailed to Megan Green greenmega@umsl.edu.
Application for FYE Annual 2017 Conference

INFORMATION |

Name: ___________________________ Email: ___________________________

Last First

Title: ___________________________ Department/Academic Unit: ___________________________

Campus Address: ___________________________

Brief snapshot of job responsibilities as related to orientation, first year experience, new student transition and retention:
________________________________________________________________________________________________________
________________________________________________________________________________________________________

PAST CONFERENCE EXPERIENCE |

Please list any examples of previous conference participation (bullet point list with the name of conference and year)

SUPERVISOR LETTER OF SUPPORT FOR CONFERENCE |

Please provide a brief letter from your supervisor for support to attend the conference and assist with the additional funding that will include meals for the conference. This letter of support will also include applicant to serve on the FYE committee and/or the NSP Committee for at least a year to help support the specific goals from the conferences that were defined as a group.

ADDITIONAL REQUIRED QUESTIONS: Please type your answers to the following questions.

1. What has been your most rewarding UMSL experience?

2. Why are you interested in attending the FYE Annual Conference?

3. What do you hope to gain from this experience?

4. Please highlight a few examples that you have played a vital role for new students in orientation, transition, or retention?

5. Discuss three ways you would encourage campus involvement, whether it be student organizations or campus departments or programs.

SELECTION |

If selected, all fees including the conference registration fee, hotel, airfare and transportation will be included and arranged by the Office of New Student Programs. Hotel accommodations will be shared among two colleagues to assist with the costs. Applications and breakdown for room arrangements will be taken into consideration during the process.

Limited meals are included during the conference, and the applicant will need to provide funding for the additional meals or snacks.

The Office of New Student Programs, located in Millennium Student Center, top floor, suite 366 |