1) **Students registered through Westminster for to attend the CCEF National Conference for academic credit (PTC 591P)** will receive one credit hour for conference attendance and completion of all required post-work. The fee will be the full WTS tuition for one credit hour made payable to Westminster. (NOTE: This does not include Pre-Conference options, travel or hotel accommodations).

a) **Student Conference Registration:**
   - After WTS registration is complete and the add/drop period has ended, students who registered for PTC 591P will be sent a conference registration email.
   - Students will be given a special conference code, and will then need to complete their conference registration on the CCEF website.
   - Students might add PTC 591P by September 30, 2013, the drop/add deadline for this course.

b) **Dropping PTC 591P**
   - A student may drop PTC 591P before the end of the WTS add/drop period (September 16, 2013) with no penalty.
   - If a student drops PTC591P between the end of the WTS add/drop period (September 16, 2013) and September 30, 2013, which is the CCEF Conference cancellation deadline, the student will pay WTS a drop fee of $50 ($10 WTS drop fee and $40 CCEF conference cancellation fee). If the student still wishes to attend the conference, he or she must register directly with CCEF.
   - Students who drop the class after September 30, 2013 will still be required to pay the $50 drop fee; no CCEF conference refund will be given, which is the policy for all conference registrants. Therefore, students may still attend the conference, even though they have chosen not to do so for academic credit, as their registration has been paid for.

c) **Post-Assignment for CCEF’s National Conference October 2013**
   - A class syllabus with complete requirements and grading rubrics will be posted on Kees in the class section at the start of the fall semester.
   - Students must attend all five General Sessions and four elective sessions of their choice for a total of nine lectures. Students will be required to write a one-page double-spaced response paper for each session.
• Students will also be assigned a book to read, on which they will write a two page response paper. This resource will be available for purchase at the National Conference.
• These assignments are to be turned into Carly Staley at CCEF (cstaley@ccef.org) by noon, November 15, 2013.

2) Students who want to attend the CCEF National Conference without receiving academic credit may register at the discounted student rate of $100 through May 20; $125 through September 20; and $150 after September 20. These fees do not include Pre-Conference, travel, or hotel accommodations. Students may visit the CCEF website for more information on student rates and to complete their registration.

3) Two free registrations will be made available for Westminster full scholarship international students. This rate does not include Pre-Conference, travel, or hotel accommodations. These free registrations will be determined by Westminster. Westminster may forward the details (names, addresses, emails, and phones) to Carly Staley at cstaley@ccef.org when the students have been selected.

4) CCEF will extend the following discounted registration rates to all Westminster faculty and staff, as well as their spouses: $100 through May 20; $125 through September 20; and $150 after September 20. This does not include Pre-Conference, travel, or hotel accommodations). Those who would like to register for the conference may contact the CCEF Customer Service department via email at customerservice@ccef.org