# University of the Nations Course/Seminar Registration Form

Form A Instructions (02/10)

\*\*Preferably, please fill out the A-Form on-line at: https://update.ywam.org/uofn/af (every 3 years)

#### I. Introduction:

Form A includes sections for both Lecture Phase and Field Assignment/Internship Phase. Please remember to consult and communicate your plans to hold the course with your U of N College or Centre leadership, as well as your YWAM geographical leadership.

#### II. Instructions: How do I use this form and where do I send it?

#### A. This form A should be used:

- 1. When registering a course at your location with the U of N for the first time.
- 2. When registering a totally new course, not registered in the U of N Catalogue. Please be in touch with the appropriate International Dean of College/Centre before filling in the form.
- 3. Preceding each new U of N Catalogue production every three years, for updating of a past registered U of N course so that your revisions will be reflected in the new catalogue.
- 4. When you have made major changes to the curriculum of a course that has already been registered. If there is any question regarding whether you are making major changes (over 25% of curriculum), please consult the appropriate international college/faculty dean or your International Associate Provost.
- B. This completed form should be sent before the course begins (please do this as early as possible as it may take up to 6 months to register your course) to the appropriate U of N office for your region:
  - For Latin America and other Latin nations: University of the Nations, International Registrar for Latin Records, P.O. Box 1005, Grayson, GA 30017, U.S.A. Email: registrar.latin@uofn.edu
  - For North America and English-speaking Central America/Caribbean: University of the Nations, International Registrar for NACAC, P.O. Box 1005, Grayson, GA 30017, U.S.A. Email: registrar.nacac@uofn.edu
  - For Europe, Middle East & Africa: University of the Nations, International Registrar for EMA, Highfield Oval, Harpenden, Herts AL5 4BX, United Kingdom Email: registrar.ema@uofn.edu
  - For Asia-Pacific: University of the Nations, International Registrar for Asia-Pacific, Box 195, 75-5851 Kuakini Hwy, Kailua-Kona, HI 96740, U.S.A. Email: registrar.ap@uofn.edu
  - For India: Registrar, c/o UofN Pune, GPO Box 127 Pune-411001, M.S. India Email: records@uofnpune.net
- C. Please keep a copy of this Form A for your own files.
- D. The Lecture Phase and Field Assignment/Internship Phase are regarded as separate courses with their own course numbers and descriptions. If your school includes a Field Assignment/Internship Phase, please include registration information for both courses at the same time. Questions to be answered for each phase, require extensive thought and planning. Seminars: Use the number of weeks needed on the form 1-6 maximum. Course/Seminar Registration: Please enclose payment for Course/Seminar charges as per calculation page.

#### III. What then happens to the form?

Once the properly completed form is received by the appropriate Int'l Registrar, it will be circulated among the signators listed on page 1 of Form A for approval. If the form is incomplete, it will be returned to you for completion. The registration process may take 6 months and is not registered until signed by the Provost. If your school begins before it has been officially registered, please complete forms B-D and send them to the appropriate U of N Regional Records Office for your region.

#### IV. Overview of Forms

FORM A: Sent in to register a course as stated in Part II Section A above.

FORM B: Sent in the second week of the lecture phase of every school. Lists names and data of students.

FORM C1: Sent in at end of Lecture Phase giving details for each weeks and students' grades for the first phase.

FORM C2: Sent in at end of Field Assignment (F/A) giving details for every week and students' grades for the F/A.

FORM D: Sent in with Form C1 for new Instructors & Resource teachers with the U of N.

# University of the Nations Course/Seminar Information

Form A Page 1 (02/10)

(Please write clearly as information may be used for the catalogue)

Name of Course, Lecture (First Phase)	Course Number	
Name of Course, Field Assignment		
Name of Course, (Second Phase-if any)		
Name of Course (Third Phase-if any)	Course Number	
Name of Course (Forth Phase-if any)	Course Number	
Name of Course (Fifth Phase-if any)	Course Number	
Location of base/campus: City Country Base Name	_Course language(s)	
Projected starting date(s)		
Lecture Phase: Starting ending Field Assignment: Starting Day/Spell Month/Year Day/Spell Month/Year Day	ending y/Spell Month/Year	
Second Phase: Starting ending Third Phase: Starting Day/Spell Month/Year Day/Spe	ending Spell Month/Year Day/Spell Month/Year	
Fourth Phase: Starting ending Fifth Phase: Starting Day/Spell Month/Year Day/Spell Month/Year Day/Spell Month/Year	ending Il Month/Year Day/Spell Month/Year	
Next time course will run Approximate cost: Lecture Phase	Currency	
In 1995, the Board of Regents decided that the local base leadership together with the scl to register their course with the U of N. If they have decided to register with the U of N th school are to be registered and record of their attendance and grades will be maintained  1. Course Leader:	en all students who are part of the	
Name Signatur	re Day/Spell Month/Year	
2. Base Leader Signature		
3 a. International Dean/Director of International Committee for the appropriate College/	Day/Snell Month/Year	
5 di iliteriational bealij biloccol 5	Day/Spell Month/Year /Faculty/Centre:	
Name Signature	* *	
Name Signature  [For totally new courses only: to be filled in by International Dean]	/Faculty/Centre:	
Name Signature  [For totally new courses only: to be filled in by International Dean]  Level of difficulty of course (tick one):  introductory intermediate advanced	/Faculty/Centre:  Day/Spell Month/Year	
Name Signature  [For totally new courses only: to be filled in by International Dean]	/Faculty/Centre:	
Name Signature  [For totally new courses only: to be filled in by International Dean]  Level of difficulty of course (tick one): introductory intermediate advanced  Suggested course number(s) (tick one): 200 level 300 level 400 level (graduate)	/Faculty/Centre:	
Name    Signature	/Faculty/Centre:	
Name Signature  [For totally new courses only: to be filled in by International Dean]  Level of difficulty of course (tick one): introductory intermediate advanced  Suggested course number(s) (tick one): 200 level 300 level 400 level (graduate)  b. International Dean of International Committee for the next closest appropriate College	Paculty/Centre:  Day/Spell Month/Year  Pe/Faculty (for new courses only):  Day/Spell Month/Year  Day/Spell Month/Year	
Name    Signature	/Faculty/Centre:  Day/Spell Month/Year  Pe/Faculty (for new courses only):  Day/Spell Month/Year  Day/Spell Month/Year  (Continued)	
Name    Signature	/Faculty/Centre:  Day/Spell Month/Year  e/Faculty (for new courses only):  Day/Spell Month/Year  Day/Spell Month/Year  (Continued)	

# Form A Page 2 (02/10)

# University of the Nations Course/Seminar Information

LOCATION WHERE SCHOOL IS ACTUALLY TAKING PLACE Address:	TUALLY TAKING PLACE MAILING ADDRESS OF BASE/CAMPUS  Address:	
Postal Code:	Postal Code:	
Country:	Country:	
Phone Number (Please include country and area codes):		
Fax Number (Please include country and area codes):		
Base E-mail Scho	ool E-mail	
FOR NEW COURSES OR COURSES IN NEW LOCATIONS  The course I am registering is as follows: (Please check the a	appropriate box.)	
☐ A totally new course which is not listed in the U of N cat anywhere with U of N.  Have you consulted with the International Dean or re		
1. If this is a newly developed course, please write a co what you think would be most appropriate for includi	ourse description of 1 or 2 paragraphs which summarizes ing in the U of N catalogue (please print/block).	
2. College/Faculty your course most closely relates to F	(please consult the list in the U of N Catalogue):  Prerequisite	
☐ An existing course listed in the U of N catalogue, but no	ot registered at my location.	
☐ An existing course which has been registered at my local curriculum), since that registration.	ation with U of N but with major changes (over 25% in	
☐ An update of an existing course which has been register for the upcoming U of N catalogue (every three years). Yes	red at my location with U of N, but needs to be re-registered You will be advised when it is time to re-register.	
If the course you are registering now exists presently in t are NOT including a field assignment on this Form A, please	the catalogue with both a lecture and field assignment but you e explain why.	

# University of the Nations Course/Seminar Information

Form A Page 3 (02/10)

(To be filled in by school leader)

### LECTURE (FIRST) PHASE REGISTRATION

Please answer each item prayerfully, asking God to clarify His purposes for your course. We realize that the actual Lecture Phase or First Phase may vary to some degree from the original projection; however, this information is vital for achieving the course objectives. You will be able to record actual Lecture Phase activities on Form C1, after the course is completed.

A. Rationale or Purpose Statement - Please share your reasons for running this course and explain how it contributes to the overall goals and objectives of YWAM in the areas of evangelizing and discipling nations.
B. Context of Course - Looking at the context in which the course is set, please answer the following: How does this course relate to the country in which the course is taking place? How does it fit the local or ultimate ministry setting? (The aim is to set the course into an appropriate geographical and socio-cultural framework.)
C. Course objectives - Please describe what the course aims to provide for the student and what the student can gain from the course. Include statements about the course ministry-related goals, things the student will be able to do at the end of the course as well as making reference to the general goals of the course. (Clearly formulated objectives are a great help in effective course planning. It is well worth spending quality time thinking them through and expressing them clearly. Both course content and methods of presenting the material are derived from the objectives. They are the means to achieve the objectives.)
D. Values - How do your objectives reflect the U of N Founding Principles/Foundational Values of YWAM? (See U of N Reference Guide for these documents.)

## **University of the Nations** Course Information (continued) (To be filled in by school leader1

Form A Page 4 (02/10)

VEEK 1:	Topic(s)		
	Teacher(s)		Genesis (G) In Person (P) or Video (V)
	Teacher(s)*: YWAMer ☐ Yes ☐ No, ☐ M	ale 🗖 Female, Nationality	Approx. Age
	Objectives		
	Method of Instruction	Resource Materia	als**
VEEK 2:	Topic(s)		
	Teacher(s)		Genesis (G) In Person (P) or Video (V)
	Teacher(s)*: YWAMer ☐ Yes ☐ No, ☐ M	ale 🗖 Female, Nationality	Approx. Age
	Objectives		
	Method of Instruction	Resource Materia	als**
/EEK 3:	Topic(s)		
			Genesis (G) In Person (P) or Video (V)
			Approx. Age
	Method of Instruction	Resource Materia	als**
/EEK 4:	Tonic(s)		
LLIC I.			Genesis (G) In Person (P) or Video (V)
			Approx. Age
			als**
/FFI/ F			
/EEK 5:			Genesis (G) In Person (P) or Video (V)
			Approx. Age
	Objectives	·	_
	,		als**
/EEK 6:			C (C) D (D) NT L (N)
			Genesis (G) In Person (P) or Video (V)
		·	Approx. Age
	Objectives		
	Method of Instruction	Resource Materia	-lc**

### **University of the Nations** Course Information (continued) (To be filled in by school leader)

Form A Page 5 (02/10)

WEEK 7:	Topic(s)			
	Teacher(s)		_Genesis (G) In Person (P) or \	Video (V)
	Teacher(s)*: YWAMer ☐ Yes ☐ No, ☐ Male ☐ Female, I	Nationality		Approx. Age
	Objectives			
	Method of Instruction	Resource Materials	**	
WEEK 8:	Topic(s)			
	Teacher(s)		_Genesis (G) In Person (P) or V	Video (V)
	Teacher(s)*: YWAMer ☐ Yes ☐ No, ☐ Male ☐ Female, I	Nationality		Approx. Age
	Objectives			
	Method of Instruction	Resource Materials	**	
WEEK 9:	Topic(s)			
	Teacher(s)		_Genesis (G) In Person (P) or \	Video (V)
	Teacher(s)*: YWAMer ☐ Yes ☐ No, ☐ Male ☐ Female, 1	Nationality		Approx. Age
	Objectives			
	Method of Instruction	Resource Materials	**	
WEEK 10:	Topic(s)			
	Teacher(s)		_Genesis (G) In Person (P) or \	Video (V)
	Teacher(s)*: YWAMer ☐ Yes ☐ No, ☐ Male ☐ Female, I	Nationality		Approx. Age
	Objectives			
	Method of Instruction	Resource Materials	**	
WEEK 11:	Topic(s)			
	Teacher(s)			
	Teacher(s)*: YWAMer ☐ Yes ☐ No, ☐ Male ☐ Female, I	Nationality		Approx. Age
	Objectives			
	Method of Instruction	Resource Materials	**	
WEEK 12:	Topic(s)			
	Teacher(s)			
	Teacher(s)*: YWAMer ☐ Yes ☐ No, ☐ Male ☐ Female, I	Nationality		Approx. Age
	Objectives	•		_
	Method of Instruction			

## University of the Nations Course Information (continued)

Form A Page 6 (02/10)

(Continued)

(To be filled in by school leader)

F. Typical Weekly Schedule: Give the breakdown of teaching/learning hours in a typical week (usually 50 or more hours per week), showing how much time is spent on essential activities including lectures, small group, frequency of individual one-on-one staff/student interaction and feedback, intercession, worship, field work, etc. A guideline of a minimum of three hours of intercessory prayer per week has been adopted by the U of N.

Hrs. Activity  Evangelism/Ministry/Application Instruction/Orientation/Teaching Tests Staff/student feedback (one-on-one)	Hrs. Activity  Worship Small Group/Discussion Work Duties Workshop/Laboratory Research Projects/Book Rep	Hrs. Activity Intercessory Prayer Ministry Preparation/Evaluation Personal Devotion Times Assignments/Individual Study Other
G. Student Evaluation: Show how you will evalueach element. (Example: Student ministry evaluersonal growth-20%, Total-100%) This applies	uation-25%, Written assignment	s and reports-25%, Staff interviews-30%,
H. Course Evaluation: How will you evaluate the objectives? This applies to all U of N courses.	effectiveness of the course as a	whole and whether you have met your
FIELD AS	SSIGNMENT/INTER REGISTRATION	RNSHIP
1. Course name and number as shown in the U studies, theses, special topics).	of N Catalogue if the course alre	ady exists (including such courses as directed
2. Projected place(s) of Field Assignment/Interr	nship Phase	
3. Proposed focus of geographical and/or peop	ole groups	
4. Number of weeks of Field Assignment/Intern	nship	

# University of the Nations Course Information (continued)

(To be filled in by school leader)

Form A Page 7 (02/10)

Please answer the following items prayerfully. Whereas the actual Field Assignment/Internship Phase may vary to some degree from the original projection, this information is vital for achieving the course objectives. You will be able to record actual Field Assignment/Internship activities on Form C2, after the course is completed.

A. List the Objectives: Objectives are the desired outcomes for the lives of the students and those among whom you seek to minister. Some typical examples of objectives are:
<ul> <li>Increase understanding of cross cultural ministry issues.</li> <li>Increase students' confidence and ability in sharing their faith.</li> <li>Teach students how to research an unreached people group.</li> </ul>
B. Please list strategies for meeting Field Assignment/Internship objectives: Strategies are how you plan to accomplish your objectives, or the methods that will be used to meet the objectives of the Field Assignment/Internship Phase. Strategies should always be linked to specific objectives. There may be several strategies involved in accomplishing a single objective in some cases. Some typical examples of strategies are:
<ul> <li>Take students out to observe and identify examples of at least five cultural differences between target group and their native culture as it relates to sharing the Gospel.</li> <li>Create opportunities for students to actively research an unreached people group.</li> <li>Include and involve students in strategy development times. Include instruction and explanation of what is involved in</li> </ul>
<ul> <li>Include and involve students in strategy development times. Include instruction and explanation of what is involved in waiting on God, and walking through the process with them for the actual Field Assignment/Internship planning.</li> <li>Arrange a variety of opportunities for involvement and coaching in different giftings.</li> </ul>
C. Resource Materials used: (such as books, handouts, films, videos, magazine articles, newspapers, etc.)

### University of the Nations Course Information (continued) (To be filled in by school leader)

Form A Page 8 (02/10)

D. Resource Teachers used and Content topics to be covered during the Field Assignment/Internship (if any):	
E. Outline of Activities: (Internships Only)	
1. If your interns are all doing the internship together, give a basic overview of what they will actually do during the i ship:	ntern-
2. If all your interns are going to different assignments, give a list of the types of organizations and jobs they are going for their internship:	ng to

## University of the Nations Course Information (continued)

Form A Page 9 (02/10)

(To be filled in by school leader)

F. Typical Weekly Schedule: Give the breakdown of teaching/learning hours, showing how much time is spent on essential activities, including ministry activities, lectures, small group, frequency of individual one-on-one staff/student interaction and feedback, intercessory prayer, worship, field work, etc. A guideline of a minimum of three hours of intercessory prayer per week has been adopted by the U of N.

Hrs.	Activity	Hrs. Activity	Hrs. Activity
	Evangelism/Ministry/Application	Worship	Intercessory Prayer
	Instruction/Orientation/Teaching	Small Group/Discussion	Ministry Preparation/Evaluation
	Tests	Work Duties	Personal Devotion Times
	Staff/student feedback (one-on-one)	Workshop/Laboratory	Assignments/Individual Study
	,	Research Projects/Book Reports	Other
each element.	. (Example: Student ministry eval	uate each student and determine thei uation-25%, Written assignments and ill U of N Schools including DTS/CDTS.	
H. Course Eval objectives?	luation: How will you evaluate th	e effectiveness of the course as a who	le and whether you have met your
			······
HAVE YOU	J:		
	illed Form A out completely	<i>!</i> ?	
	igned your name where rec		
		or attached Registration Charges	ς?
	ept a copy for your files?	attached hegistration charge.	
	-p. 3 cop, 10. your mes.		

# **University of the Nations** Course/Seminar Registration Charges (Please Print/Block)

Form A Page 10 (02/10)

Location	Country	Base Name	
,	,	_ Course Number	
		Please Print	
Day/Spell Month/Year		Please Print	
(Please see Page 11 for more information.)			
In order to calculate the lower payment as appropriate to your situation.	mount, please select the	method from among the following choices which is	
1. For the first registration of this course/ Either US\$35 or 10% of the amount char			
10% of One student's course charge in your currency	=	=	
One student's course charge in your currency	Your currency	U.S. Dollars	
2. For the re-registration of this course/se Either US\$125 or 10% of the amount cha		alculate on next line):	
10% of One student's course charge in your currency	=	= U.S. Dollars	
One student's course charge in your currency	Your currency	U.S. Dollars	
3. For major curriculum change (a registe Either US\$125 or 10% of the amount cha			
10% of	=	=	
10% ofOne student's course charge in your currency	Your currency	U.S. Dollars	
*EXAMPLE: If your course student charge for one student is \$100, then 10% would be \$10.			
Total charges included with this form: Sent by: □ Bank transfer □ Check □ Cash  If a check is not from YWAM (for example, a personal check), please mark below what applies: □ Personal Check □ Postal Money Order □ Bank Money Order  If a personal check, name on check:			
		Check Date:	
Check Hullidel.		(Day/Month/Year)	

#### More Information on U of N Course/Seminar Registration Charges (continued)

Form A Page 11 (02/10)

Please note: In 1995, the Board of Regents decided that the local base leadership together with the school leadership decides if they want to register their course(s) with the University of the Nations. They then register the course by filling out the Form A and sending in the appropriate course registration fee. If they have decided to register the course with the U of N, then all students who are a part of the U of N registered school will be charged a student registration fee, and the record of their attendance and grades will be maintained by the International Records System. This student registration fee should accompany Form B.

- 1. For the purpose of calculating the Course Registration Charges, the "amount charged to one student" includes tuition, room and board of the course.
- 2. A single Course Registration Charge is paid with each FORM A.
- 3. Seminar: (1-6 credit seminars). Seminars pay the standard charges.
- 4. Consecutive courses making up a school can pay one course registration charge, such as SBS, SECE and integrated MMBC. For example, CCM 311-312-313.

Course similar seminars cannot be combined with the same course registration charge: for example, CCM 311-313 is SBS, but the two SBS Seminars CCM 514 and CCM 515 cannot pay Form A registration with the CCM 311-313 registrations. They are separate and need to be put on another form.

- 5. Please send your Course Registration Charges attached to FORM A, to your International Registrar. Please write check to "University of the Nations."
- 6. When your course has been registered you will receive a Certificate of your course's affiliation with the U of N, valid for the current U of N Catalogue period.
- 7. Re-Registration is more costly because the first registration is a discounted version of the normal charge to give benefit to the expense of starting up new schools.

Thank you! for completing this Form A.