May 12, 2013

Dear 2013 Humanities Student:

Congratulations on your acceptance to the Virginia Summer Residential Governor's School for Humanities and Visual & Performing Arts! Below is information to help you prepare for your summer at Radford University.

Required Forms/Fees
Six items must be on file with the Governor's School before you arrive on June 23. Room assignments will be made after they are received. All forms are located on the Registration link on the Governor's School home page: www.radford.edu/rugovschool. They include:

1. **Student Medical Information Form** – Complete the form and attach a copy of your driver's license (front and back), your medical insurance card (front and back), and your prescription card (front and back). A parent/guardian signature is required.
2. **Authorization for Administering Prescription Medication** – Complete one form for *EACH* prescription medication you will take during the Governor's School. A doctor's signature is required on *EACH* form.
3. **Parent/Student Contract and Release Form** -- You and your parent/guardian must sign this form.
4. **$175 Activity Fee** – Make checks payable to Radford University, or you can pay this fee online when you register. In cases of financial hardship, please contact Marti Hale, Director, at rugovschool@radford.edu for a fee waiver application. You can also access the form on our webpage – www.radford.edu/rugovschool under the registration tab.
5. **General Waiver Form for Classes** -- A parent/legal guardian must sign this form
6. **Teacher Nomination Form** (optional) – We will send a certificate of appreciation to the teacher you nominate. You must include the teachers mailing address.

These forms and your $175 fee must be returned to the Governor's School no later than **June 10, 2013** to ensure your participation in the program. Download the forms from the webpage, fill them out, and provide required signatures. These items should be mailed (*please do not submit the forms through email*) to the following address:

Governor's School
Radford University
P.O. Box 7022
Radford, VA 24142

Student Handbook
The **2013 Governor's School Student Handbook** is located on the Governor's School website at www.radford.edu/rugovschool under the About Governor's School tab. Make sure you and your parents/legal guardian read the handbook in its entirety prior to signing the Parent/Student Contract. It covers rules and regulations, what to bring, what not to bring, emergency contact procedures, housing, meal plans, arrival and departure details, and other valuable information. The Code of Conduct must be strictly followed by students at all times, and failure to do so will result in expulsion from Governor's School. The code is fully explained in the handbook.

Registration and Humanities Course Selection
Online registration for Governor's School opens **May 31**, **and you must register through the system no later than June 5**. Information from the registration site is required for us to select proper housing for you, and as

stated above, you may also pay your activity fee on this system if you prefer. To access the online registration link, go to http://www.radford.edu/content/gov-school/home/registration.html.

Our dynamic Humanities faculty has an exceptional program prepared for you. Please visit our website to see a list of courses. You will select **two core courses** on the online registration site. *Courses are limited in enrollment, and they will be available on a first come – first served basis, just like registration is done for college courses.* To access the online registration site, go to **www.radford.edu/rugovschool** and click on the **Online Registration** link. When you reach the registration page, select **Humanities** and complete the form. If you have any problems with online registration, please contact Conferences Services immediately by calling (540) 831-5800.

You will receive your course schedule at registration on June 23.

Check-in on Sunday, June 23

You are required to arrive at Radford University on Sunday, June 23. There will be signs to direct you to the registration and parking locations. Registration will be held in Hurlburt Hall, and the hours are 9:30 a.m. until 2:00 p.m. This will give you time to register, check into your room, meet your Residence Counselor and roommate, and get settled. Campus tours will be provided, and lunch will be offered from 11:00 a.m. until 1: 00 p.m. in Muse Dining Hall. The price of your lunch will be covered, and your parents/guardians can purchase lunch for a reasonable price. You may prefer to eat off campus with your family. If so, there are several good restaurants close by. All parents/guardians should plan to leave campus no later than 2:30 p.m. Our Orientation Session will begin promptly at 3:30 p.m.

Please note that we do not permit students to arrive after June 23 or depart prior to July 20. Attendance throughout the entire program is required in order to receive a Program Completion certificate. No exception will be made.

Contacting the Governor's School

The Governor's School telephone number is (540) 831-7828. Our email address is rugovschool@radford.edu, and our website address is www.radford.edu/rugovschool. Due to high call volume, email is the most efficient way to contact us.

We are looking forward to working with you this summer. Governor's School promises to be a wonderful experience for you. You will make new life-long friends, gain new knowledge, and grow as a person as you step outside your comfort zone into our diverse learning community. If you have any questions, please contact me. We can't wait to get this summer started!

Sincerely,

Martha Giesen Hale
Director