HANOVER COLLEGE

Office of the Registrar

Event Nomination Form for ID 051 Cultural Events Course Credit

All Campus groups are invited to nominate their events for consideration for inclusion in the Cultural Events calendar. This has the added benefit of being advertised on the CE Calendar and boosting attendance at the event.

Please submit this form, either hard copy or electronically, to the Office of the Registrar c/o Cheryl Torline.

- Event Name:
- Sponsoring Group:
- Name of Submitting Faculty Member:
- Place of Event: Date: Time:

NOTE: All events must be confirmed for the HC Facilities Calendar by the Campus Center office. This is a SEPARATE, but required, process!

- Event Classification (select one)

  ___Film ___Concert ___Play ___Exhibition ___Lecture/Discussion

- Justification for course credit suitability, i.e. an explanation how the event is:
  a. Beneficial to attendees
  b. Different from the kinds of events that students would ordinarily attend

- Confirmation that the sponsoring group will be able to monitor attendance of ID 051 students. (Official sign-in form is attached)
  - Yes – we can provide an attendance monitor for our event (please use the form provided by C.E./ID051
  - No – we cannot provide an attendance monitor and request a paid student worker be provided by the Registrar's Office.

This form should be submitted at least three weeks prior to the event if at all possible. Attach additional information as needed. Organizations wishing to include Cultural Events course information in their promotion materials should allow additional lead time. However, nominations arriving less than three weeks prior to the event **will** still be given consideration. Groups are asked to provide an attendance worker to monitor attendance of Cultural Events students using the attached form, which should be forwarded to Cheryl Torline via Campus Mail or in person in Newby Hall as soon as possible following the event. If a group is unable to provide attendance monitoring, please contact the Registrar, Ken Prince, at ext. 7051 or Cheryl Torline at ext. 7390. Thank you!