



Counseling Services First Offenders Course Registration Form

Student ID Number _____

First/Last Name _____

Date of Birth ____/____/____

Email Address: _____

Phone Number: (____) _____

For Office Use Only:

___ This form has been completed thoroughly (all information completed).

___ Student paid (required if taking the course for an underage drinking citation).

___ Student provided handout regarding guidelines.

___ Student provided date/time/location of the course.

Class Date: _____

Front Desk Signature/Initials: _____

Date: _____

For Facilitator Use Only:

___ Completed ___ Incomplete ___ No show

Facilitator Initials/Date: _____

First Offender Class Information

Fees for the class are due at the time of enrollment, **the fee is non-refundable.**

- The class is designed to *provide information you can use in making educated/informed decisions about your alcohol use in the future.* The three main goals of the class are centered around:
 - 1.) alcohol education;
 - 2.) skill building, and;
 - 3.) reflection about your own personal use.
- This is an eight-hour group. **You must attend all eight (8) hours to receive credit for the First Offender course.**
- You will be asked to participate during the class; however, you always have the right to not share.

Important Rules

1. It is **your responsibility** to confirm with the clerk of courts that this course qualifies your citation requirement and court-mandates. You can call the court by locating the information on your citation. Counseling Services staff is not responsible for consulting with the clerk of courts.
2. If you have not yet had your court date, it is your responsibility to confirm with the court that you can take the class and complete the class before your first court date.
3. You will receive “Confirmation of Completion Form” at the end of the class. It is your responsibility to mail or deliver a copy of this form to the Clerk of Court’s Office or any other third parties who need to receive notification that you completed the class.
4. You must be on time. The class starts at 8:00 am.
5. Attendance for all eight (8) hours is required to meet legal guidelines. If you are more than 10 minutes late, you may not be admitted to the class.
6. Inappropriate conduct may result in being asked to leave the class. A meeting with the Director of Counseling Services will be required for reinstatement to the class. Inappropriate conduct includes:
 - Use of abusive language or excessive swearing
 - Threatening behavior
 - Coming to class under the influence of alcohol or drugs
7. **Class times and dates are subject to change based on various factors including enrollment. If a class needs to be canceled, we will contact you via phone or email. The cancellation will also be posted on the door where the class is being held.**
8. If the University closes for any reason, the class will be canceled.

The First Offenders course facilitated by Counseling Services staff, is presented in a class format and is not therapy. As such, state and federal regulations regarding therapy are not applied to this course. Confidentiality is encouraged among all group members, however, it cannot be guaranteed.

I have read the above and understand it is my responsibility to submit completion forms to the appropriate referral sources and that Counseling Services staff will not be responsible for contacting referral agencies to confirm attendance. In addition, I understand confidentiality amongst group members is encouraged, but it cannot be guaranteed.

Print Name _____

Signature _____ Date _____