

TILDEN PREPARATORY SCHOOL



1231 Solano Ave
Albany, CA 94706
Telephone: 510-525-5506
Fax: 510-525-5508
Website: www.tildenprep.com

1050 Bridgeway
Sausalito, CA 94965
Telephone: 415-966-2254
Fax: 415-944-2258
Website: www.tildenprep.com

1475 N Broadway, Suite 200
Walnut Creek, CA 94596
Telephone: 925-933-5506
Fax: 925-933-5507
Website: www.tildenprep.com

Registration Form Summer 2018

Today's Date: _____

Campus: Albany Walnut Creek Marin

Full Time Part Time Tutoring Only

Student Information

Is the student new to Tilden? Yes No

First Name: _____ Middle Initial: _____ Last Name: _____

Gender Identification: _____ Student's Birthdate: _____

Student's Email: _____ Student's Google Hangouts Email: _____

Student's Cell Phone: (_____) _____

Student's Birth City: _____ State: _____ Country: _____

Name of Current/Previous School: _____

Current Grade Level: _____ Expected Year of HS Graduation: _____

Concurrent enrollment students: Permission from the primary school if needed? Yes No

Parent/Guardian Information

Additional Parent/Guardian Information

Name (first & last): _____

Name (first & last): _____

Address: _____

Address (if different): _____

City: _____ Zip code: _____

City: _____ Zip code: _____

Email: _____

Email: _____

Home Phone: (_____) _____

Home Phone: (_____) _____

Work Phone: (_____) _____

Work Phone: (_____) _____

Cell Phone: (_____) _____

Cell Phone: (_____) _____

Would you like us to schedule a substitute if your student's teacher is absent? Yes No

We take photos of students at clubs and events for use in promotional materials such as our website, newsletter and other media. **Do you authorize Tilden Prep to use your student's photo for promotional use?** Yes No

Who referred you to us? _____

Please provide any additional information about your student's learning style, suggestions for your student's instructor, or other special circumstances. If your student has a documented learning difference, a 504 plan, or an IEP, please provide this information.

Scheduling Options

Tilden's 2018 summer schedule begins on Monday, June 11 and ends on Friday, August 17.

Desired First Day of Class: Monday, June 11 Monday, June 18 Other: _____

Last Day of Student's Summer Availability: Friday, August 17 Other: _____

Summer courses are scheduled either Monday – Thursday or Monday – Friday.

Days Available: Monday – Thursday Monday – Friday

Each Tilden campus follows its own daily class schedule during summer term. Under the name of the campus your student will attend, please select **all** times when your student will be available for class.

Albany

- My student will be available all day
- 8:00 a.m. – 8:55 a.m.
- 9:00 a.m. – 9:55 a.m.
- 10:05 a.m. – 11:00 a.m.
- 11:05 a.m. – 12:00 p.m.
- Lunch: 12:00 p.m. – 12:45 p.m.*
- 12:45 p.m. – 1:40 p.m.
- 1:45 p.m. – 2:40 p.m.
- 2:50 p.m. – 3:45 p.m.
- 3:50 p.m. – 4:45 p.m.
- 4:50 p.m. – 5:45 p.m.

Walnut Creek

- My student will be available all day
- 8:00 a.m. – 8:55 a.m.
- 9:00 a.m. – 9:55 a.m.
- 10:00 a.m. – 10:55 a.m.
- 11:00 a.m. – 11:55 a.m.
- 12:00 p.m. – 12:55 p.m.
- 1:00 p.m. – 1:55 p.m.
- 2:00 p.m. – 2:55 p.m.
- 3:00 p.m. – 3:55 p.m.
- 4:00 p.m. – 4:55 p.m.
- 5:00 p.m. – 5:55 p.m.

Marin

- My student will be available all day
- 8:00 a.m. – 8:55 a.m.
- 9:00 a.m. – 9:55 a.m.
- 10:05 a.m. – 11:00 a.m.
- 11:05 a.m. – 12:00 p.m.
- Lunch: 12:00 p.m. – 12:45 p.m.*
- 12:45 p.m. – 1:40 p.m.
- 1:45 p.m. – 2:40 p.m.
- 2:50 p.m. – 3:45 p.m.
- 3:50 p.m. – 4:45 p.m.
- 4:50 p.m. – 5:45 p.m.

Other Scheduling Requests: _____

We will do our best to accommodate your request. However, we cannot guarantee any specific instructor or time slot, as schedules are assigned on a first-come, first-served basis for students starting classes at the beginning of summer session. Please do not include vacation dates on this form. Please email admin and your student's teachers with your vacation dates once your student's schedule has been finalized.

Group Classes

Though our instruction is primarily one-to-one, parents may choose to coordinate their own small group classes of up to three students per group. Students should have similar learning styles and paces in order to progress through the material effectively. Tilden reserves the right to split up students if the instructor feels that they are not working well together or if one student is struggling to keep pace with another. All students must follow the same class schedule and must coordinate any planned absences in advance to coincide with each other.

I am interested in a group class and have coordinated with another student or students: Yes

Name(s) of other student(s) in the group: _____

Course Selection

- Please list the course(s) your student plans to take at Tilden during this summer term. Check each semester the student intends to take (check both semesters for full-year courses). For a list of courses offered during Tilden’s summer term, please refer to page 5.
- Check “Retake” for any semester course(s) your student plans to retake for course credit from Tilden.
- Check “Tutoring Only” for any semester course(s) for which the student plans to receive tutoring only, without receiving course credit from Tilden.
- Circle the preferred number of class hours the student plans to attend each day for each course. Summer classes may be scheduled in blocks of one, two, or three* hours per course per day.
- *Albany only:* check the box to enroll your student in Study Hall and circle the preferred number of hours.

**Pending availability*

	Course Name(s)	Semester(s) (check one or both)		Retake (check if yes)	If retake, indicate previous grade	Tutoring Only (check if yes)		Class Hours/Day (circle one)		
		<input type="checkbox"/> Semester 1	<input type="checkbox"/> Semester 2			<input type="checkbox"/> Tutoring Only	<input type="checkbox"/> Tutoring Only	1	2	3
1		<input type="checkbox"/> Semester 1	<input type="checkbox"/> Semester 2	<input type="checkbox"/> Retake	_____	<input type="checkbox"/> Tutoring Only	<input type="checkbox"/> Tutoring Only	1	2	3
		<input type="checkbox"/> Semester 1	<input type="checkbox"/> Semester 2	<input type="checkbox"/> Retake	_____	<input type="checkbox"/> Tutoring Only	<input type="checkbox"/> Tutoring Only	1	2	3
2		<input type="checkbox"/> Semester 1	<input type="checkbox"/> Semester 2	<input type="checkbox"/> Retake	_____	<input type="checkbox"/> Tutoring Only	<input type="checkbox"/> Tutoring Only	1	2	3
		<input type="checkbox"/> Semester 1	<input type="checkbox"/> Semester 2	<input type="checkbox"/> Retake	_____	<input type="checkbox"/> Tutoring Only	<input type="checkbox"/> Tutoring Only	1	2	3
3		<input type="checkbox"/> Semester 1	<input type="checkbox"/> Semester 2	<input type="checkbox"/> Retake	_____	<input type="checkbox"/> Tutoring Only	<input type="checkbox"/> Tutoring Only	1	2	3
		<input type="checkbox"/> Semester 1	<input type="checkbox"/> Semester 2	<input type="checkbox"/> Retake	_____	<input type="checkbox"/> Tutoring Only	<input type="checkbox"/> Tutoring Only	1	2	3
	<input type="checkbox"/> I would also like to enroll my student in Study Hall (<i>Albany only</i>)							1	2	3

Vacations, Absences, and Cancellations During Summer Term

We do our best to accommodate vacations and on-time cancellations while also ensuring that our teachers' schedules are consistent. For this reason, **we allow a maximum of five classes to be cancelled on time within the summer session with no charge.* To notify us that a student will be absent, parents are required to email the student’s teacher(s) and the campus administration by 7:00 p.m. the night before a scheduled class in order to avoid charges. If proper notice is not received, a late cancellation fee of \$45 per missed hour of instruction will apply.** Students may not cancel their own classes. Email only (not a phone call) from a parent is required.

To find a teacher's email address, login to the progress reporting system. For instructions, consult the Parent and Student Handbook, page 13. Contact the administration at the following address:

Albany Campus:
adminalbany@tildenprep.com

Walnut Creek Campus:
adminwc@tildenprep.com

Marin Campus:
adminmarin@tildenprep.com

After this maximum number of on-time cancellations is reached, all other cancellations, including on-time cancellations and classes missed for vacations, will be charged a fee of \$45 per missed hour of instruction. We are no longer able to make courses inactive to accommodate longer vacations.

*This policy applies to all classes that meet one or two hours per day. **For a class that meets three hours per day, a maximum of ten cancelled hours within the summer session will be at no charge if proper emailed notice is given by 7:00 p.m. the day before the class.**

For additional information about Tilden's policies as well as useful instructions for you and your student, please refer to our 2018-2019 "Student and Parent Handbook" and Summer 2018 "Policies and Fees" documents, both available at tildenprep.com.

Available Courses*

* Course availability is conditional based on instructor availability.

A complete course list featuring individual course descriptions is viewable at tildenprep.com under Academics.

Laboratory Science

Biology (10)
Honors Biology (10) W
AP Biology (10) W
Chemistry (10)
Honors Chemistry (10) W
AP Chemistry (10) W
Physics (10)
Honors Physics (10) W
AP Physics 1 (10) W
AP Physics 2 (10) W
AP Physics C: Elect. & Magnetism (5) W
AP Physics C: Mechanics (5) W
Geology (10)
Anatomy & Physiology (10)
Marine Biology (10)
Sciences of the Earth (10)
AP Environmental Science (10)

English

English 9: Foundations of Lit. (10)
Honors English 9 (10)
English 10: World Lit. (10)
Honors English 10 (10) W
English 11: Amer. Lit. (10)
Honors English 11 (10) W
English 12: British Lit. (10)
Honors English 12 (10)
AP English Lang. & Comp. (10) W
AP English Lit. & Comp. (10) W
African American Authors (10)
American Studies: Lit. & Comp. (10)
Contemporary Lit. (10)
Dystopian Literature (5)
Interpreting Shakespeare (5)
Lit. & Comp. 1 (10)
Lit. & Comp. 2 (10)
Magical Realist & Fantasy Lit. (5)
Philosophy in Lit. (5)
Poetry Analysis & Comp. (10)
Queer Lit. (5)
Science Fiction & Fantasy Lit. (10)
Shakespeare & His Legacy (5)
The Absurd and Existential: 20th Century Literature (5)
The American Dream (10)
The Emerson Tradition (5)
The Lit. of Sport (5)
The Lit. of the Natural World (5)

History/Social Science

World History (10)
Honors World History (10)
AP World History (10) W
U.S. History (10)
Honors U.S. History (10) W
AP U.S. History (10) W
Government (5)
American Government Honors (10) W
AP Govt. & Politics: Comparative (5) W
AP Govt. & Politics U.S. (5) W
European History (10)
AP European History (10) W
AP Human Geography (10) W

Mathematics

Algebra 1 (10)
Geometry (10)
Honors Geometry (10)
Algebra 2 (10)
Algebra 2/Trigonometry (10)
Honors Algebra 2/Trigonometry (10)
Math Analysis (10)
Precalculus (10)
Honors Pre-Calculus (10) W
Calculus (10)
AP Calculus AB (10) W
AP Calculus BC (10) W
Honors Multivariable Calculus (5)
Linear Algebra (10)
Math I (10)
Math II (10)
Math III (10)
Honors Math I/II (10)
Honors Math II/III (10)
Statistics (10)
AP Statistics (10) W

Visual & Performing Arts

AP Art History (10) W
AP Studio Art: 2-D Design (10) W
AP Studio Art: 3-D Design (10) W
AP Studio Art: Drawing (10) W
Art 1 (10)
Drawing & Painting (10)
Film & Video Production (10)
Introduction to Photography (10)
Introduction to Theater Arts (10)
Hist. of Amer. Music 20th C. (10)

Music Theory (10)
AP Music Theory (10) W

Language Other than English

Amer. Sign Lang. 1-3 (10)
Amer. Sign Lang. 1-3 Honors (10)
French 1-4 (10)
French 4 Honors (10) W
AP French Lang. & Culture (10) W
German 1-3 (10)
Italian 1 -2 (10)
AP Italian Lang. & Culture (10) W
Japanese 1-4 (10)
Japanese 4 Honors (10) W
AP Japanese Lang. & Culture (10) W
Latin 1-3 (10)
AP Latin (10) W
Mandarin Chinese 1-4 (10)
AP Chinese Lang. & Culture (10) W
Spanish 1-4 (10)
Honors Spanish 3 (10) W
Spanish 4 Honors (10) W
AP Spanish Lang. & Culture (10) W
AP Spanish Lang. & Culture (10) W

Elective

Economics (5)
Honors Economics (5)
World Geography & Cultures (10)
AP Macroeconomics (5) W
AP Microeconomics (5) W
Psychology (10)
Honors Psychology (10) W
AP Psychology (10) W
Sociology (10)
Ethnic Studies (10)
Social Justice (5)
Introduction to Philosophy (10)
Advanced Philosophy & Ethics (5)
History of Baseball (5)
Creative Writing I (10)
Environmental Science (10)
Sports Medicine (10)
Intro. to Computer Programming (10)
Computer Programming II (10)
Computer Programming III (10)
AP Computer Science A (10) W

KEY: The number of credits earned for completing each course is indicated in parentheses:

(5) = 5 credits or 1 semester (10) = 10 credits or 2 semesters

W = Weighted; an extra grade point is granted within weighted GPA:

A = 5.0 instead of 4.0

B = 4.0 instead of 3.0

Parent Consent Form – Summer 2018

We are happy that you have chosen to enroll your student at Tilden Preparatory School for the summer of 2018. Due to the combination of one-to-one and small group instruction and our mastery learning approach, we consistently see students make tremendous gains in their knowledge, study skills, and feelings of confidence and self-esteem. We have also found that as this approach is different from what parents are accustomed to, there can occasionally be misunderstandings. Please download and review our “Parent and Student Handbook” and “Policies and Fees” from tildenprep.com. Below are some aspects of our program that we would like to make sure you fully understand and agree to. **Please initial each point below:**

_____ I understand that **Tilden is a mastery learning program** and the teacher will work with my student until they reach an 80% or higher level of mastery of the subject matter. If the pace is slowing down because of difficulty with this level of mastery, and if a mastery level of 70% (C) is acceptable to all concerned, Tilden will make this accommodation by written agreement.

_____ I understand that mastery learning means **my student’s course may take more or less time than the estimated number of hours** per semester noted in the Parent and Student Handbook (30-35 for most courses, 36-40 for lab sciences, 45-55 for AP courses). Completion rates vary based upon homework completion, attendance and timeliness, maintaining focus in class, prerequisite subject knowledge, and/or learning challenges that affect acquisition of course material. I understand that a repeated course may take less time than a new course, but this is dependent upon how much mastery was achieved and retained in the original course as well as factors noted above.

_____ I understand that **Tilden can never guarantee an “A”**. Sometimes students who have received a “B” have a desire to work longer with the hope of raising their grade. If a student has retaken a final and has not successfully raised their grade from a “B” to an “A”, before they make a third attempt, there will be a conference with the parent, student, and Head of School to assess the student’s genuine interest in the material and readiness to work to a higher level of understanding.

_____ I understand that **there is a \$200 non-refundable summer deposit due with registration forms**. If I have an existing Tilden account with funds exceeding the deposit due, I agree that the deposit may be deducted from my account. This deposit will be applied toward tuition and fees when the student begins their course(s). Registration forms will be processed and students will be scheduled only after the deposit has been received. For students registering after fall session begins, scheduling may take up to one week after all registration materials are received.

_____ I understand that **tuition is paid four weeks in advance** (based on estimated hours of instruction) for all classes. I understand that while my student is enrolled in summer term at Tilden, I will receive an email when my register has \$500.00 left in it to give me plenty of time to send payment and again when it is at \$250.00. I understand that once my register reaches \$0, I have until 5:00 p.m. to make a payment, and that **if I do not make a payment by 5:00 p.m., my student’s class(es) will automatically be put on hold until I am able to do so**. I understand that if this occurs, Tilden cannot guarantee that my student will have the same teachers or time slots once the classes are reactivated.

_____ I understand that **it is my responsibility to log onto my student’s progress reports** to see how they are doing in their course(s). Please refer to the Parent Student Handbook for instructions on accessing the progress reporting system.

_____ I understand that **if my student will miss a class, I must notify my student’s teacher(s) and school administration by email by 7:00 p.m. the night before the class** in order to avoid being charged a late cancellation fee of \$45 per cancelled class hour.

_____ I understand that for a class that meets one or two hours per day, **if I cancel more than five classes within the summer session, including planned vacations and on-time cancellations, I will be required to pay \$45 per hour for each additional cancellation**. For a class that meets three hours per day, I may cancel a maximum of ten hours within the summer session at no charge with proper emailed advance notice.

_____ I understand that if my student’s teacher is absent, **Tilden will make every effort to arrange for a substitute teacher unless I designate my preference for no substitutes on this form**. If a substitute teacher is assigned and my student will be absent, I understand that I need to email the substitute and administration by 7:00 p.m. the night before in order to avoid a charge.

_____ I understand that emails and/or phone calls to teachers beyond occasional, brief questions **will be billed at the regular hourly rate**.

_____ I understand that Tilden has a strict policy regarding cell phone use in school. **If my student takes a cell phone out during class or study hall, my student’s cell phone will be taken** for the remainder of the day and a parent will be notified. On a third occurrence, my student will be sent home for the remainder of the day and I will be charged for any remaining classes that my student has scheduled that day.

_____ I understand that **Tilden has a policy on academic integrity** and that if my student is found to have violated this policy, they will be subject to appropriate consequences as determined by the instructor and Head(s) of School.

_____ I am aware that **Tilden will create a course schedule for my student based upon the information I provide.** I agree to carefully review the course schedule that is provided for my approval before my student begins coursework.

_____ I understand that if I request an atypical schedule and Tilden is able to accommodate it, **the school may need to shift it in the future.**

_____ I understand that if my student has not signed the handbook acknowledgement below, **a signature will be collected on the first day of class.**

_____ I understand that by signing this and other Tilden Preparatory School enrollment forms, **I acknowledge that I am responsible for knowing and understanding this information.**

_____ *Walnut Creek campus only:* I understand that **stopping to drop off a student in the thoroughfare in front of the school is strictly prohibited.** All student drop off or pick ups must be at a metered parking spot, parking lot, local parking garage, or library lot.

I have read and fully understand the Tilden Parent Consent Form.

Parent Name: _____

Parent Signature: _____ **Date:** _____

Handbook Acknowledgment

Parent Acknowledgment

I have reviewed the current Parent and Student Handbook for Tilden Preparatory School (available at tildenprep.com under Admissions, then Registration Forms) and I agree to follow the rules outlined therein.

Parent Name: _____

Parent Signature: _____ **Date:** _____

Student Acknowledgment

I have read the 2018-2019 Parent and Student Handbook and agree to abide by the stated rules. I understand that I am not to use the computers at school for any purpose other than to complete homework. In addition, I understand that I am not to have any illegal substances in my possession, or to use any illegal substances during my day at Tilden Prep, including during breaks and at lunch, or to misuse prescription medication. I agree to abide by the Academic Integrity Policy as outlined in the Parent and Student Handbook.

Student Name: _____

Student Signature: _____ **Date:** _____

Policies & Fees Acknowledgment

I have reviewed the Summer 2018 Policies and Fees document (available at tildenprep.com under Admissions, then Registration Forms) and I agree to follow the policies described therein.

Parent Signature: _____ **Date:** _____

Transportation Acknowledgment

Albany Campus: My student will be driving to school. I understand that parking is available by permit at the Albany Theater and street parking is not allowed on Evelyn Avenue or Talbot Avenue, the two cross streets nearest to Tilden, or on Solano Avenue on the block directly in front of the school. Below is the vehicle information for my student:

Make	Model	License Plate Number
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Walnut Creek Campus: Stopping to drop off a student in the thoroughfare in front of the school is strictly prohibited. All student drop off or pick ups must be at a metered parking spot, parking lot, local parking garage, or library lot.

TILDEN PREPARATORY SCHOOL STUDENT EMERGENCY INFORMATION

Please fill out completely and sign where indicated. In a major emergency, it is school policy to retain students at school for their safety. This form will be used by the school staff when students are released to go home.

FIRST NAME		LAST NAME		M.I.
BIRTH DATE	GENDER IDENTIFICATION			

PARENT'S / LEGAL GUARDIAN'S FIRST NAME	LAST NAME	RELATIONSHIP TO STUDENT	LIVES WITH? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOME ADDRESS		CITY	ZIP

CONTACT NUMBERS		Indicate which phone to call for each message type:*			EMAIL ADDRESS:	
HOME		EMERGENCY	<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Work	
CELL		ATTENDANCE	<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Work	
WORK		GENERAL INFO	<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Work	

PARENT'S / LEGAL GUARDIAN'S FIRST NAME	LAST NAME	RELATIONSHIP TO STUDENT	LIVES WITH? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOME ADDRESS -- IF DIFFERENT		CITY	ZIP CODE

CONTACT NUMBERS		Indicate which phone to call for each message type:*			EMAIL ADDRESS:	
HOME		EMERGENCY	<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Work	
CELL		ATTENDANCE	<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Work	
WORK		GENERAL INFO	<input type="checkbox"/> Home	<input type="checkbox"/> Cell	<input type="checkbox"/> Work	

In case you are unable to reach me during any emergency, you are authorized to contact and, if necessary, release my child to any of the following:

NAME	RELATIONSHIP	HOME PHONE	CELL PHONE	WORK PHONE
NAME	RELATIONSHIP	HOME PHONE	CELL PHONE	WORK PHONE

AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

The undersigned, as parent/legal guardian of _____, a minor, hereby authorizes the Head of School or designee, into whose care the student has been entrusted, to consent to any X-ray examination, anesthetic, medical or surgical diagnosis, treatment, and/or hospital care to be rendered to the student upon the advice of any licensed physician and/or dentist. I understand that this authorization is given in advance of any required diagnosis, treatment, or hospital care and provides authority and power to Tilden Preparatory School ("Tilden Prep") to give specific consent to any and all such diagnosis, treatment, or hospital care which a licensed physician or dentist may deem necessary. This authorization shall remain effective until revoked in writing and delivered to Tilden Prep. I understand that Tilden Prep and its employees assume no liability of any nature in relation to the transportation of the student. I further understand that all costs of paramedic transportation, hospitalization, and any examination, X-ray, or treatment provided in relation to this authorization shall be my sole responsibility as the student's parent/legal guardian.

HEALTH ALERTS: List any medical conditions that may restrict physical activity or require special attention. Include conditions such as asthma and allergies such as peanut and bee stings. If none, please indicate "none".

MY CHILD IS ALLERGIC TO THE FOLLOWING MEDICATIONS:	
MY CHILD CURRENTLY TAKES THE FOLLOWING MEDICATIONS:	
MY CHILD MAY TAKE THE FOLLOWING MEDICATIONS:	TYLENOL <input type="checkbox"/> IBUPROFEN <input type="checkbox"/> ASPIRIN <input type="checkbox"/>

DOES THE STUDENT HAVE HEALTH INSURANCE? (Check One) YES NO

HEALTH INSURANCE NAME	GROUP NO.	NAME OF DOCTOR / MEDICAL OFFICE	DOCTOR PHONE
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I CERTIFY THAT I HAVE READ AND UNDERSTOOD THIS FORM AND DO HEREBY GIVE MY AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT, AND THAT ALL OF THE INFORMATION I HAVE PROVIDED ON THIS FORM IS TRUE AND CORRECT.

NAME (PRINT):	SIGNATURE:	DATE:
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WE REQUIRE IMMUNIZATION RECORDS FOR ALL FULL-TIME STUDENTS