



THE CARL HOLMES  
"Executive Development Institute"  
"Established in 1991"

MODULE #

June 1st – 5th, 2020

Classes start 8/3/19 and conclude 6/7/19 after 5pm (Mandatory attendance for all classes is required)

"PLEASE PRINT OR TYPE AS YOU WANT YOUR NAME TO APPEAR ON YOUR CERTIFICATE AND MODULE #"

NAME: \_\_\_\_\_  
First Middle Last

HM ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HM PHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ SEX: { } M { } F DOB: \_\_/\_\_/\_\_ MODULE # \_\_\_\_\_

ALTERNATE PHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_ T-SHIRT SIZE: { } M { } L { } XL { } XXL { } XXXL

FIRE DEPARTMENT \_\_\_\_\_

RANK \_\_\_\_\_ APPOINTMENT DATE: \_\_\_\_\_ CURRENT ASSIGNMENT: \_\_\_\_\_

HAVE YOU BEEN PROMOTED SINCE YOU'VE ATTENDED EDI? IF YES, TO WHAT RANK? AND WHEN \_\_\_\_\_

**CHECK ONE:**

MONEY ORDER  CASHIER'S CHECK  DEPT. CHECK  PAY PAL  PURCHASE ORDER # \_\_\_\_\_

ALL CREDIT CARD TRANSACTIONS WILL BE PROCESSED THROUGH PAY PAL. (You must submit an Application with Module Number included to address below)  
(multiple payment plans, up to 2 payments are now available for credit card transactions processed online through Pay Pal)

**CHECK ONE :**

Deposit paid 11/1/19 thru 4/15/2020 The total amount due is \$ 875.00. There are two payment options.

- #1: One (1) lump sum payment of \$875.00  
OR  
 #2: Two (2) payments, which requires one (1) payment of \$475.00 and one (1) payment of \$400.00.

Deposit paid 4/16/2020 thru 5/15/20 The total amount due is \$1,025.00. There are two payment options:

- #1: One (1) lump sum payment of \$1,025.00  
OR  
 #2: The two (2) payment plan, which requires one (1) payment of \$525.00 and a 2nd payment of \$500.00.

After May 16, 2020 Only on site registration only will be accepted. No exceptions payment of \$1,175.00

TOTAL AMOUNT SUBMITTED \$ \_\_\_\_\_ BALANCE DUE: \$ \_\_\_\_\_

**CHECK-IN TIME WILL COMMENCE @ 10AM ON SATURDAY, June 21st, 2019. NO REGISTRATION WILL OCCUR BEFORE THAT DATE AND TIME.  
CHECK-OUT TIME IS 12PM ON SATURDAY, June 8, 2019**

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**CASHIER CHECKS / MONEY ORDERS MUST BE PAYABLE TO "EDI" (No Personal checks Accepted)**

Submit this application with your payment to:  
Executive Development Institute (EDI)  
9449 S. Kedzie Avenue #549  
Evergreen Park IL, 60805



# The Carl Holmes Executive Development Institute

## STUDENT REGISTRATION

Registration Hours: Saturday, May30– 10:00 a.m. – 9:00 p.m.

Sunday, May31 – 9:00 a.m. – 3:00 p.m. (closed for event from 3:00 p.m. – 5:00 p.m.)

Re-open from 5:00 p.m. – 9:00 p.m.

\*If you arrive after the hours listed above, please email ([cregan@edionline.net](mailto:cregan@edionline.net)) your arrival so that we can have someone register you for your classes.

## PARKING

Limited parking is available, at your own risk in approved parking areas only.

## ORIENTATION

Orientation is mandatory. and will be held on Sunday, May31 at 3:00 p.m. in room 115/Professional Schools and Sciences Building (PSB), followed by a meet and greet cookout at 4:00 p.m. behind Kearny hall in the Courtyard

## ACCOMMODATIONS

Student check- in will commence on Saturday, May30, at 10:00 a.m. A \$30.00 (check only) Made out to Dillard University. Room key deposit is required upon check-in, which will be refunded upon successful check-out.

\$150.00 fee for all damages to locks, hardware and/or doors.

Your dorm room includes: pillows, linens and towels. Clean linen and towels will be issued on Wednesday, June 3rd on an exchange basis only, from 5:00 p.m. until 6:45 p.m. only. Please bring all linens that you would like to exchange to the 1st floor common room during the times listed above.

Absolutely, no smoking is allowed in the classrooms or dorms, and no alcohol is allowed. Occupants will be subject to a \$500.00 fine which is charged by Dillard University.

All students must check out by Saturday, June 6th at 12:00 p.m.

Room key deposit will be refunded after room is checked and there are no damages.

## MEAL SCHEDULE

- Meals will be served in the Kearny Hall Cafeteria.
- Breakfast: 7:00 a.m. – 8:00 a.m. All modules
- Lunch: 11:30 a.m. – 1:00 p.m. Staggered
- Dinner: 5:00 p.m. – 6:30 p.m. All modules



# The Carl Holmes Executive Development Institute

## TRAINING CLASSES

Classes will be held in The Professional Schools and Sciences Building (PSB) on Monday, June 1, at 8:00 a.m. sharp. All students must attend classes each day of the week and evening sessions to receive their certificate of completion for their module.

Evening sessions will commence daily at 7:00 p.m. in The Professional Schools and Sciences Building (PSB) room 115.

## GRADUATION/BANQUET

Graduation exercises will commence on Friday, June 5th at 6:00 p.m. All are welcome to attend. The Banquet will immediately follow the ceremony in Kearny Hall. All EDI participants will receive one (1) banquet ticket for themselves, if they confirm attendance upon check-in. If paying online, adult guests must pay \$25.00. A VERY LIMITED AMOUNT OF TICKETS WILL BE AVAILABLE AT THE DOOR. Please purchase your tickets early, after June, 3rd tickets will NOT be available online and must be purchased at the door. Door Ticket Prices will be \$25.00

## PHOTOS

EDI group photos for all modules will be taken on Tuesday, June 2nd at 7:30 a.m. (Attire – Module shirts), location to be announced.

Classes will start immediately after photos are taken.

## TRANSPORATION

Dillard University does not provide shuttle services; you are responsible for getting to the University on your own.

## ATTIRE

Casual attire (polo shirts, jeans, shorts etc.) for the classrooms is acceptable. Please dress respectfully. Remember some buildings may be cooler due to the air conditioning.

\*Campus maps will be available upon check-in, and on the website. Check [edionline.net](http://edionline.net) for updates.

Thank you,

The EDI Office Staff



# The Carl Holmes Executive Development Institute

## EDI Code of Conduct

Code of Conduct has been developed for the purpose of ensuring that all students have an opportunity live and learn in a college environment. That environment will be free of negative behavior, moreover as students of the Carl Holmes Executive Development Institute will be respectful and observe various general rules of Dillard University.

- Each student will conduct themselves in a way that is honorable to our Institute both in and out of class to include on and off campus activities.
- Students understand that no one be allowed video or audio tapes any instructional sessions.
- All students will abide by the requirement to attend both day and evening sessions.
- Casual attire (polo shirts, jeans, shorts etc.) for the classrooms is acceptable, however clothing with offensive language/images is prohibited.
- Students will be respected and expect to show respect for others as well.
- No student will come to class under the influence of alcohol or illegal substances.
- Students will not participate in any type of discrimination or harassment.
- All parking and vehicle registrations will be strictly followed by all students.
- Upon leaving the University students will leave their respect rooms in reasonable order.

\*If students travel off campus during their stay, they are encouraged to do so in pairs at a minimum\*