**Essential elements required on schedules, grades & tuition invoices**
- Student Name
- SID#: Your student ID number
- Name of School
- Term: i.e. FALL 2019

*(Finance requires this information as back up for check order.)*

**FALL 2019**

**Higher ED Funding Requirements**
- Complete Higher Ed Application.
- Provide proof of enrollment as a Tulalip Tribal member.
- Provide High School Diploma or GED
- Running start students must provide a letter from their high school counselor.
- Provide a complete educational program plan of courses for your degree from the college/institution.
- Goal letter—State your academic goals and how you plan to achieve those goals and projected outcomes.
- Must sign the agreement acknowledging receipt and understanding of the Higher Education Policy regarding student responsibilities and probationary status.
- Class schedule.
- Tuition invoice from college/institution.
- Diving or other certificate program — Proper documentation must be provided.
- Room & Board—students must provide a lease agreement and W-9 from landlord and live 35 miles from home.

This documentation must be provided to Higher Ed staff at least **two [2] weeks prior to school start date**.

The **fillable Higher ED Required Documents** are located at: [www.tulaliptribes-nsn.gov/Dept/HigherEducation](http://www.tulaliptribes-nsn.gov/Dept/HigherEducation)

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**Higher ED Update**

The Higher Education Department has been growing since last year. In November 2018, Tillie Jones joined the team. Then in December 2018, Edith Johnny came aboard. Now we would like to welcome our newest team member, Cody Reed. He has filled the NACTEP Specialist position. Cody has been with us for about one (1) month. Cody will be recruiting and assisting students with registering for the NACTEP/Everett Community College classes held at the Tulalip College Center in Building C.

![Pictured left to right -](image)

To reach your specialist see below:
- Sylvanna Brinson - 360-716-4895
- Jeanne Steffener - 360-716-4887
- Edith Johnny - 360-716-4894
- Felicia Stripling (Coordinator) - 360-716-4891
- Cody Reed - 360-722-1173
- Tillie Jones - 360-716-4890

Higher ED can be reached at 360-716-4888 or by email at highered@tulaliptribes-nsn.gov.
I have been looking at commas different of late. It occurred to me that my method of selecting where a comma should go was rather arbitrary. I have noticed how commas have been applied in other documents, I have read lately. It made me think I should go back and do a little investigation on the form and function of a “COMMA”.

Apparently, there are a lot of articles floating around in “internet” land. And oh yes there are definitely rules, rules and more rules. I read one article that said that there are only eight (8) rules but then I saw this other article that said there were ten (10) rules.

Rule of Thumb: a comma indicates a pause in speech.

**ONE:** Use a comma with dates to separate date and year.

Example: Monday, September 23rd
Example: September 23, 2019

**TWO:** Comma placed between a city and state or country.

Example: Seattle, Washington
Example: London, England

**THREE:** Use commas in a series of three or more items.

Usually, the last item in the series is preceded by and, or, or nor.

Example: The house is filled with smells of cinnamon, nutmeg, and cloves.

**FOUR:** Put a comma to separate two or more coordinate adjectives.

Example: It was a cold, stormy night.

**FIVE:** Use a comma to separate independent clauses introduced by and, or, nor, but, yet, for, so, (as a result) as (because), and while (at the same time).

Example: The sun shone down, and Jane looked for some shade.

**SIX:** Use a comma after an introductory phrase or word.

Example: Nevertheless, he continued on his journey.

**SEVEN:** Dependent clauses that are incomplete and cannot function on their own. Might be missing a verb or a subject. They can be prepositional phrases.

Example: When I was a kid, our family had a sweet, yellow cat named Emil.

**EIGHT:** Use a comma before and after parts of a sentence that are not essential to its meaning.

Example: In 1906, in a Mandan village, Sacajawea became a meaningful member of Lewis & Clark’s Corps of Discovery.