

Class and Classroom policies & Procedures

CLASS POLICIES & PROCEDURES

1. Active, Senior, GPS and Courtesy Members whose dues and fees are paid in full are eligible to enroll in classes and workshops unless the member has violated a class policy and is suspended from enrollment for a specified period not to exceed one term at the discretion of and by joint action of the Class Chair(s) and Executive Committee.
2. Enrollment in classes and workshops is on a "first come, first served" basis with the date of registration determining the order of priority. Members and Guests with Provisional Status (GPS) will have enrollment priority.
3. The date of registration will be defined as either the postmark date on a mailed envelope or the date on which online registration is done.
4. If a class is over-enrolled then a lottery will determine those members who will be enrolled and who will be placed on a waiting list. The lottery will be structured so that those with earlier registration dates are given priority over those with later registration dates. If a class has multiple sessions during a single term, members and GPS may sign up to take multiple classes only if there is no waiting list for that class.
5. Registering for a class does not guarantee enrollment in that class.
6. Registered members and GPS seeking to be in a class might not be able to be enrolled if the class is not going to run due to not having met the minimum number of enrolled members, or the class being oversubscribed and a lottery being held in which the member is among those placed on a waiting list.
7. Members and GPS may only attend the classes on the day and at the time in which they are enrolled unless, with the teacher's prior specific permission, they are making-up for a class session they missed during that term.
8. Only members and GPS currently enrolled in a class or doing an approved make-up class can be present in a classroom while a class is being taught.
9. Students shall notify the teacher when they are unable to attend class.
10. If a member or GPS misses a class, there is no refund and make-up is only scheduled with the teacher's approval. Students wishing to withdraw from a class and have their fees returned must do so no less than two weeks before the start of class.
11. Roll Over Policy: Members and Guests with Provisional Status enrolled in classes have one opportunity during the Club Year (July 1 – June 30) to rollover their class selection for the following term.
12. The Education Manager will accept rollovers during a specified and announced period of time after classes begin and before registration opens for the following term.
13. Non-member enrollment in Workshops: Members and Guests with Provisional Status are permitted to bring a non-member guest to a workshop. Non-member guests may be enrolled in a workshop only if there is space availability 14 days in advance of the workshop's beginning date. The nonmember will be charged a tuition surcharge. The member hosting the nonmember guest will be charged a surcharge of \$25 in addition to the class fee.
14. Guest Enrollment in classes: Guests with Provisional Status (GPS) having paid in full the Guest with Provisional Status fee may take an unlimited number of classes during their 12 months of provisional status. Guests may take classes for only one term per Club Year (July 1-June 30). Those who are not GPS and not members, rather they are regular guests may be enrolled only if there is space available 14 days in advance of the start of the class in which they wish to be enrolled.
15. Share Class Policy: If a class has the minimum number of individuals to qualify for being held, additional members or GPS may sign up to take 50% or more of the class with the Class Chair's permission. The member or GPS will be charged on a prorated basis.

16. Staff and teachers, during the term in which they are teaching, may enroll in classes if there are no members or GPS on a waiting list for the desired class. If there is a waiting list the teacher or staff member will be placed on the waiting list; Club members on that list will be given priority.
17. If a class has multiple sessions during a single term, members and GPS may sign up to take multiple classes only if there is no waiting list for that class.

CLASSROOM POLICIES & PROCEDURES

1. Equipment and supplies must not be removed from the Club at any time.
2. Books or supplies belonging to teachers may not be borrowed without permission of the teacher.
3. Members and GPS may use classrooms only when they are not being used for classes.
4. The Club is not responsible for articles and work left in the classrooms, at the Club, on the trolley shuttle or items left in vehicles while parked in the trolley parking lot.
5. Members and GPS are responsible for seeing that worktables and rooms are left in good order. Tools, equipment and materials must be put away after finishing work.