



Registration Process Policies and Procedures

1. BCLIR designated person (registrar, officer, or Curriculum Committee chair) retrieves registration forms and payments from BCLIR post office box on a daily basis during the registration period. This person makes a list of the members registered and which class they registered for (in order to provide a back-up for administrator).
2. BCLIR person sends checks and forms to administrator who deposits the checks and makes the official computer list of memberships and registrations according to the guidelines. The date of the postmark on the registration form should be noted.
3. Classes are filled on a “first come, first served” basis up to the enrollment limit (which will differ for each class, depending on the venue capacity and the coordinator’s preference). Enrollment limits will include coordinators.
4. No registration will be accepted until payment is received.
5. A designated number of places for each class (about 20%) will be reserved for new members. If these places are not filled with new members by two weeks before Convocation, participants will be taken from the waiting list.
6. Waiting lists will be formed after classes are full; position on the waiting list will be determined by postmark date. Members on the waiting lists will be informed of their position and offered the opportunity to register for another class instead of remaining on the waiting list.
7. Coordinators need not register or pay for the courses they coordinate. They must, however, be paid members of BCLIR.
8. The administrator will send, on a daily basis, by email or USPS (for members without email), letters acknowledging registrations and notifying members if they are in the class(es) of their choice or on the waiting list(s).
9. The BCLIR designated person and the administrator will compare their lists of registrants on a weekly basis to correct errors.
10. At Convocation, members will be offered the opportunity to register and pay for additional classes.
11. The administrator will send class lists to coordinators on a weekly basis during the registration period. The final list will be sent the week after Convocation.
12. Refunds will be issued at the end of the first week of classes to those who are not accepted from the waiting lists or who choose not to take the class after attending one session. No refunds will be issued after the end of the first week of classes.
13. Guests are welcome in BCLIR classes one time only.

Registration Form on next page.



REGISTRATION FORM FALL 2010

NAME _____

ADDRESS _____

TEL _____ CELL _____

EMAIL _____

I HAVE MOVED OR HAVE A NEW EMAIL ADDRESS LISTED ABOVE

I AM CURRENTLY A BCLIR MEMBER: YES NO

I HAVE TAKEN BCLIR COURSES IN THE PAST: YES NO

I AM NEW TO BCLIR: YES NO

I AM REGISTERING FOR:

BCLIR AT BROWN UNIVERSITY

- SIGMUND FREUD: HIS LIFE & WORK..... \$50 _____
- SLAVERY IN AMERICAN LITERATURE..... \$50 _____
- AMERICAN ARCHITECTURE - **CLASS FILLED**
- ASTRONOMY FOR US ALL..... \$50 _____
- HAITI: COUNTRY OF CONTRADICTIONS - **CLASS FILLED**
- NATIVE NORTH AMERICANS - **CLASS FILLED**

BCLIR AT JOHNSON & WALES UNIVERSITY

- BAROQUE MUSIC..... \$50 _____
- AGE OF ENLIGHTENMENT..... \$50 _____
- DOCUMENTARY FILM SERIES..... \$50 _____
- THE MEDIA AND SOCIETY..... \$50 _____
- I WOULD LIKE A PARKING PASS

BCLIR AT THE RISD MUSEUM

- PRINTS, DRAWINGS, AND PHOTOGRAPHS..... \$50 _____

BCLIR AT THE TRINITY REPERTORY THEATRE

- THEATRE CONVERSATIONS - **CLASS FILLED**

BCLIR AT THE ROCHAMBEAU PUBLIC LIBRARY BRANCH

- READING AND UNDERSTANDING POETRY - **CLASS FILLED**

*SUGGESTED DONATION TO BCLIR

I AM A COURSE COORDINATOR. (COORDINATORS DO NOT PAY FOR THE COURSE THEY ARE COORDINATING, BUT THEY MUST BE PAID MEMBERS.)

**TO REGISTER FOR A BCLIR COURSE, YOU MUST BE A BCLIR MEMBER.
OUR MEMBERSHIP YEAR IS JULY 1 THROUGH JUNE 30.**

I HAVE NOT PAID MY BCLIR MEMBERSHIP FOR 2010-2011.

MY MEMBERSHIP FEE IS ENCLOSED. \$25 _____

TOTAL ENCLOSED: _____

Class sizes are limited and will be filled on a first-come/first-served basis. If you choose, you may list your first and second choices. Please use one registration form for each individual registering.

**Please make checks payable to BCLIR, note class on check and send to:
BCLIR/Registration, PO Box 603126, Providence, RI 02906.**