

# THE ACADEMY FOR LIFELONG LEARNING OF CAPE COD, INC

## POLICIES AND PROCEDURES

**Section: Committees**

**Subsection: Registration Committee**

**Date Approved: Initials:**

**Date Revised: 11/13/03, 2/19/19, 12/13/24 JD**

### Registration Committee

#### **Bylaw Reference: Article V, Section 1 & 11**

The Registration Committee (the Committee) is a standing committee of ALL and is subject to the direction and control of the Board of Directors in accordance with the bylaws.

The Committee shall be responsible for registering ALL. members for classes each semester, collecting membership fees, notifying members of their class enrollment status, approving requests for fee refunds, and providing enrollment data to the board.

The Chairperson of the Committee shall be appointed by the President of ALL from among the Board of Directors for a term of one year. The Chairperson is responsible for appointing committee members, as needed, from the ALL. membership, who shall serve for a term of one year.

It is the responsibility of the Registration Committee to see that a fair and equitable process is in use with all registration procedures. The regular registration periods are the three weeks prior to each of the two semesters—spring and fall. The following procedures have been approved by the Board of Directors as a reasonable process to follow during any registration periods.

#### PROCEDURES

##### General.

The catalog and registration materials will be emailed and published online in August for the fall semester and in December for the winter semester, at least 10 days prior to the appointed registration dates approved by The Board of Directors.

##### Staffing.

The President will appoint a Registration Committee Chairperson. The Chairperson will be responsible for enlisting a group of volunteers to assist in the registration process. This group shall be known as the Registration Committee. The volunteers are to be notified as to the day the registration process will start.

##### Daily Activity.

1. Mail is picked up in the Mail Room of the College each day and is distributed to the Registration Committee.
- 2.Registration forms received by the published cut-off date will be processed randomly on the first day of Registration.

3. The returns received subsequently will be processed as they arrive.
4. Each Registration form shall be processed by entering member information, courses requested and payment method into the online database. After data entry, course schedules are re-checked against the registration form to eliminate errors and emailed to enrolled members. Original registration forms will be kept in the ALL alphabetized registration files.
5. The payments will be reconciled and given to the Treasurer for deposit.
6. Data to be maintained each semester: Members, New Members, Withdrawals, Refunds, Scholarships, Legacy members and Donations that come in through registration.
7. Process adds and drops

P&P Committee Review 12/10/24 DT