

**CCAL COURSE REQUEST FORM**  
**Winter/Spring 2019**

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City/Town/State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Would you like to be notified of our course enrollment by email? (yes) \_\_\_\_\_ (no) \_\_\_\_\_

Email address \_\_\_\_\_

**IMPORTANT TO KNOW:** All Course Request Forms will be held until the deadline date. Then class lists are created based on priority numbers, NOT by when the form is received.

*It is very important that you put your courses on the Course Request Form in your personal priority order:*

- On the deadline date, all members who have signed up for courses will be placed on the class rosters according to priority number, NOT by when their form is received. When course maximum is reached, all remaining requests will go on a waiting list in the order of their priority number.
- Any requests received after the deadline date will be added to class roster/waiting list as class size permits, up to the beginning date of any course.

**HELP NEEDED:** please put a √ in the extreme right-hand column if you are willing to volunteer to be the Class Assistant (take attendance, distribute/collect evaluation forms, etc.) for a particular course.

<u>WINTER COURSE REQUESTS</u> due November 15, 2018:	<u>DATE OF 1<sup>st</sup> CLASS:</u>	<u>Will you be CLASS ASST?</u>
1 <sup>st</sup> _____	_____	_____
2 <sup>nd</sup> _____	_____	_____
3 <sup>rd</sup> _____	_____	_____
4 <sup>th</sup> _____	_____	_____
5 <sup>th</sup> _____	_____	_____
6 <sup>th</sup> _____	_____	_____

<u>SPRING COURSE REQUESTS</u> due January 15, 2019:	<u>DATE OF 1<sup>st</sup> CLASS:</u>	<u>Will you be CLASS ASST?</u>
1 <sup>st</sup> _____	_____	_____
2 <sup>nd</sup> _____	_____	_____
3 <sup>rd</sup> _____	_____	_____
4 <sup>th</sup> _____	_____	_____
5 <sup>th</sup> _____	_____	_____
6 <sup>th</sup> _____	_____	_____

**We are unable to accept Registrations by telephone. Please submit this completed form by**

- Mail: CCAL, PO Box 546, Oneonta, NY 13820 or
- Email: ccaloneonta@stny.rr.com or
- FAX: (607) 436-9682

**Before your name can be placed on class rosters, we must have:**

1. *A completed 2019 Membership Form*                      *and*                      2. *Payment for 2019 calendar year*