

CCAL COURSE REQUEST FORM
Summer / Fall 2020

~Please use blue or black ink~

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>SUMMER COURSE REQUESTS</u> due April 15, 2020:	<u>DATE OF 1st CLASS:</u>	<u>Will you be CLASS ASST?</u>
1 st _____	_____	_____
2 nd _____	_____	_____
3 rd _____	_____	_____
4 th _____	_____	_____
5 th _____	_____	_____
6 th _____	_____	_____

<u>FALL COURSE REQUESTS</u> due July 15, 2020:	<u>DATE OF 1st CLASS:</u>	<u>Will you be CLASS ASST?</u>
1 st _____	_____	_____
2 nd _____	_____	_____
3 rd _____	_____	_____
4 th _____	_____	_____
5 th _____	_____	_____
6 th _____	_____	_____

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
- **Stop in the office:** 31 Maple St., Oneonta, NY
- Office Hours:** Tuesday-Thursday 12:30 – 4:30

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

1. A completed 2020 Membership Form and 2. Payment for 2020 calendar year