



Class Registrar Checklist

Before Class:

Troward Room (Suite E):

- Pour water in top of coffee maker to make hot water.
- Check supplies on the table (paper plates, napkins, cups, plastic utensils) and replenish as needed. Supplies can be found in Suite B, in the cupboards in the lobby area.
- Make sure the restroom is stocked with paper towels and toilet tissue.

Emma Room (Suite B):

- Fill hot water urn with water and plug in. Do this first to ensure water is hot by the time class starts.
- Check supplies on the counter in the lobby area (paper plates, napkins, cups, plastic utensils) and replenish as needed.

General:

- Check the temperature in the classroom. Turn on the heater(s) or open windows as needed.
- Set up your registration table near the entrance.
- Put nametags and markers out each night of class.
- Set up enough chairs for everyone. (First night: check with instructor to see what arrangement he or she prefers (e.g., with or without tables, circular arrangement of chairs).
- Have flipchart, stand, and markers ready at the front of the room.
- Make copies if instructor needs them.
- Put a glass of water within reach of the instructor.

During Class:

- Assist the instructor in handing out papers.

During the Break:

- Handle book sales, tuition payments and any other student transactions or questions.
- Consult with instructor regarding any announcements.

(over)

After Class:

- (Emma): Unplug hot water urn.
- (Troward): Do NOT unplug coffee maker.
- Stack chairs, take down tables.
- Empty trash (bin is in rear parking lot) and clean up. Vacuum if necessary, wash any serving dishes used and return to kitchen, wipe down table and countertop.
- Record tuition, attendance, and homework information on each student sheet.
- Prepare forms for bookkeeper. Keep a copy for yourself and turn in the original, along with payments received, in a sealed envelope. Place this envelope in the hanging folder marked "Bookkeeper" in the office.
- Turn off copier, heater(s), and lights. Lock the windows.
- Lock the door (both deadbolt and doorknob).

Periodically:

- Review individual student record sheets. Bring any outstanding tuition or homework issues to instructor's attention. Be aware of the maximum number of absences allowed for your class, and make instructor aware of students who have reached that number

During Final Class:

- Instructor will hand out student evaluations. Collect completed evaluations; seal in envelope and turn in to office.

After Final Class:

Complete the class binder. This means:

- Make sure all record sheets are completed and signed by you and the instructor.
- Complete and sign the Accredited Class Completion Form (unless instructor wishes to do so).
- Turn in to the office: All Student Record Sheets, signed Class Completion Form, and the key to the offices.