# Registrar Manual

(for accredited Classes)

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Class Registrar – Purpose

Each class has a student Class Registrar in order to maintain essential accuracy, timeliness, and neatness in student and class records.

The registrar position is a contractual agreement between the Golden Gate Center for Spiritual Living and the student. It is not a scholarship. In accepting this position, the registrar realizes that he/she will often miss much of the socializing time (initially) that occurs during the class breaks.

The registrar receives a 50% reduction of tuition (not including books, materials fee, and certificate fee) that is paid to United Church of Religious Science dba United Centers for Spiritual Living in exchange for his/her agreement to faithfully perform all of the registrar duties as set forth in this manual.

Tuition computation example:

<table>
<thead>
<tr>
<th>Total Fee: $265</th>
<th>Materials fee: $15</th>
<th>Certificate fee: $40</th>
<th>Tuition: $210</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrar tuition = 50% of Tuition ($105) + Materials fee ($15) + Certificate fee ($40)</td>
<td>Registrar tuition = $160</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Registrar Responsibilities – Overview

- Classroom setup, cleanup and lockup
- Processing book sales and tuition payments
- Keeping accurate attendance, payment and homework records
- Providing an accounting of each day’s financial transitions for the office
- Making photocopies as required

Registrar Agreement

The registrar must sign the Agreement and turn it into the office at the start of the class.

Registrar Training

A student who is considering the position of class registrar should read the Registrar Agreement, Checklist, and Manual. If, after reading those documents, the student believes that he/she can perform the duties as described, the student should contact the office to schedule an appointment for registrar training. Ideally, this occurs during the week before the first day of class.

In preparation for the training, the registrar should read this manual, review the forms in the Appendix, and make note of any questions.
Partnership with the Instructor
Maintaining open and clear communication with the class instructor is essential. Share any needs you may have or difficulties you are encountering. A supportive partnership makes both jobs easy.

An example of this partnership is asking the instructor’s permission to make announcements before the break, to let your fellow students know what you need from them.

Questions from Students
Students may ask you questions about the registration process or the class itself, to which you may or may not know the answer. If you don’t know the answer, refer the student to the instructor.

Common Questions from Students
Q: Why do I have to sign this agreement form if I've already paid in full for the class?
   A: You are signing that you have read and understand the refund policy as outlined.

Q: Why do I have to give a portion of my social security number?
   A: Student records are kept in a database at the United Church of Religious Science home office. Since this is an international database, there is often more than one student with the same name. Providing the last 4 digits of your social security number ensures that you—and not someone else with the same name—gets credit for the classes you’ve completed.

Class Binder
All student and class records are kept in a 3-ring binder labeled with the name of your class. The registrar should not take this binder home, as the office staff also uses this binder for reference.

Each binder has five sections.

Section 1 – Sign-in Sheets
Each student completes a Sign-In sheet on the first night of class. This form is turned back into the Registrar who verifies the completion of the form; then files alphabetically by last name in Section 1 of the binder. Each student must sign in at every class on their individual sign-in sheet. This is how we take attendance for the class. If a student is absent, the Registrar should write “absent” in the space where the student would have signed.

It is helpful to make an announcement before the break to remind everyone to sign in. It is the Registrar’s responsibility to follow up with those who have not signed in.
Once all the sign-in sheets are completely filled out (end of class), attendances and absences are verified by the Registrar on the Student Record Sheet (see Appendix).

**Section 2 – Student Record Sheets**

Each student completes a Student Record Sheet on the first night of class. Each student completes the top section with identifying information and how they agree to pay tuition and signs and dates the form. This form is turned back into the Registrar who verifies the completion of the form; then files alphabetically by last name in Section 2 of the binder.

The Registrar is responsible for accurately updating the Student Record Sheets weekly with tuition payments and attendance information (see Appendix). The Registrar should notify the instructor when a student has reached the maximum number of absences permitted for the class, and when tuition has not been paid according to the agreement.

This sheet also provides space for recording written homework received (see Appendix).

**Section 3 – Registrar Accounting Forms**

Each week, complete a Registrar Accounting Form when any money has been collected. Turn into the Office (original accounting form) and file (copy) in this section of the binder. Copier code is 2.

This section includes blank copies of this form.

**Section 4 – Miscellaneous Forms**

**Snack Sign-up Form**

During the first night of class, the instructor will explain that students take turns bringing in snacks for the class, and will ask you to circulate this form. Students will sign up for one or two classes to bring snacks. This task is shared equally among all students. Keep original in binder – make copies for all who sign up. The person(s) who bring the snacks are responsible for setting the food out and cleaning up. See the Snack Sign-up form.

**Student Class Evaluation**

Help the instructor distribute “Student Class Evaluation” forms during the last class; however, the Registrar will collect them, seal them in an envelope and leave the envelope in the Office. Make copies of this form for the last night of class, if not already in the binder.

**Class Benefits**
Help the instructor distribute “Class Benefits” forms during the last class; however, the Registrar will collect them, seal them in an envelope and leave the envelope in the Office. Make copies of this form for the last night of class, if not already in the binder.

Class Completion Form
This form should be completed and turned into the office by the instructor no later than 2 weeks after the end of the class. You and the instructor should consult on who will complete it. The signature of the registrar is optional; the instructor signature is required. This form gives the end-of-class status of each student enrolled in the class. It is used by the office to enter class completion data into our database, which is then sent to the home office of the United Church of Religious Science/United Centers for Spiritual Living, who generates the certificates for students who receive credit.

Section 5 – Registrar Checklist and Registrar Manual
This section contains the information you need to effectively manage your registrar responsibilities!

First Night of Class
Arrive early (at least 45 minutes before class is scheduled to begin).

Room Setup
Connect with the instructor about the number of students expected and how the instructor would like the room setup. Typically, chairs are arranged in a circle or around folding tables pushed together to form a square.
Refer to the Registrar Checklist for other tasks that need to be done before class begins.

When Students First Arrive
Give each student a blank Student Record Sheet, a blank Sign-In Sheet, and a workbook. Each student should complete and return the forms to you.

Nametags
Have nametags and a few permanent markers for students to make their own nametags.

Books
Typically, the office has ordered the required textbooks, which are for sale the first several nights of class. They are also available in the Bookstore at Sunday Service.
If you run out of books and need more, leave a note or phone message for the office staff.
See the section on Processing Tuition and Book Payments for how to process payments from book sales.

**Tuition**

Students may pay their tuition by check, credit card (Mastercard, Visa, or Discover), or cash. Tuition may be paid in full the first or second night of class or it may be paid in installments as outlined on the Student Record Sheet.

See the section on Processing Tuition and Book Payments for how to process tuition payments.

Your responsibilities are:

- To receive the tuition payments and record them on each student’s Student Record Sheet as well as on the Registrar Accounting Form.
- To notify the instructor regarding payments that are not made when due. (Beyond a gentle reminder at the next class, it is not the Registrar’s responsibility to collect past-due tuition.)

**Processing Tuition and Book Payments**

Students can pay their tuition in full at the start of the class or in installments, as they have indicated on their Student Record Sheet.

Books are for sale for the first few class meetings, for students who need to purchase them.

Payments for tuition and books need to be made separately, meaning one charge slip or check for tuition and one charge slip or check for the book(s) purchased.

Tuition and books may be paid for by cash, check, or credit card (Visa, Mastercard, Discover).

Tax is charged on the book sales; the amounts are calculated for you in the top section of the Registrar Accounting Form (see Appendix). See the sample credit card slip for how to itemize tax on a credit card payment.

**Payment Methods**

**Cash**

We prefer not to accept cash. We do not have change on hand. If the student asks for a receipt, provide one from the receipt book in the Registrar’s Box.

Log the cash payment on the Student Record Sheet and the Registrar Accounting Form.
Checks
Log the check payment, including check number, on the Student Record Sheet and the Registrar Accounting Form.

Credit Card
We accept Mastercard, Visa. Discover (ATM or Debit Cards are also accepted).

- Use the manual card processing unit to swipe the person’s credit card, using a credit card form.
- Make sure the entire credit card number is readable to the bottom sheet marked “bank processing.” (See Appendix.)
- See the sample credit card slip for how to itemize tax on a credit card payment.

Log the credit card tuition payment on the Student Record Sheet and the Registrar Accounting Form.

Turn Into Office
Complete the Registrar Accounting Form. Totals on this form must match the amount you have received and are turning in for the night.

Make a copy of the completed Registrar Accounting Form for Section 3 of the binder. (if not already in the binder) Copier code is 2.

Place the payments you have received for the night, along with the form, in a sealed envelope. Place the envelope in the Office (under the door).

Each Class
Make sure that students sign in. Note their attendance or absence on the Student Record Sheet. Inform the instructor when a student has reached the maximum allowed absences.

Have nametags available for students to make a nametag for themselves when they arrive.

Collect tuition payments and log on the Student Record Sheet and Registrar Accounting Form. Turn payments into office.

Collect and log homework on Student Record Sheet.

Last Class
Help the instructor distribute “Student Class Evaluation” Forms; the Registrar collects one from everyone, seals them in an envelope, and turns the envelope into the Office.

Complete the class registrar binder. This means:
• Review the Student Record Sheets for accuracy and completeness. Sign the Student Record Sheet when you have completed your portion. Have the instructor sign the Student Record Sheets.

• Complete and sign the Class Completion Form (unless instructor wishes to do so). Give form to the instructor for review and signature.

• The entire binder is to be left in the classroom.
Appendix