



**Registrar Manual
(for Accredited Classes)**

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Class Registrar – Purpose

Each certificated 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 or she will often miss much of the socializing time that occurs during the class breaks.

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

Tuition computation example:

Total Fee: \$265

Materials fee: \$15

Credit fee: \$40

Tuition: \$210

Registrar tuition = 50% of tuition (\$105) + materials fee (\$15) + credit fee (\$40)

Registrar tuition = \$160

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 bookkeeper
- Making photocopies as required

Registrar Agreement

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

Registrar Training

A student who is considering the position of class registrar should visit the GGCSL website (<http://www.ggcsl.org/documents.html>) to download and read the Registrar Agreement, Checklist, and Manual. If, after reading those documents, the student believes that he or 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.

Class Binder

All student and class records are kept in a 3-ring binder labeled with the name of your class and stored in the cupboard above the postage meter in the copy room. The registrar should not take this binder home, as the office staff also uses it for reference.

Each binder has five sections.

Section 1 – Sign-in Sheets

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 complete, attendances and absences are recorded 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 in to the instructor and filed alphabetically by last name in Section 2 of the binder.

The registrar is responsible for accurately updating the Student Record Sheets weekly with tuition payment 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, make a copy of the Registrar Form that you turn in to the Operations Manager and file it in this section of the binder.

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 turn 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.

Class Intentions Form

This form is used by the instructor during the first class meeting. Make enough copies for all students, if the instructor has not already done so.

Student Class Evaluation

Make copies of this form for the last night of class. The instructor will distribute them; however, the registrar will collect them, seal them in an envelope, and leave the envelope in the office of the Operations Manager.

Accredited Class Completion Form

This form should be completed and turned in to the office by the instructor no later than 4 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 he or she would like the room set up. 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 and a blank Sign-In Sheet (see page 2). Each student should complete and return these forms to you.

Nametags

Have nametags and a couple 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. If your class is in Suite E (Toward Room), bring a sufficient number of books down to the room and arrange on a table. If your class is in Suite B (Emma Room), students can get their books off the bookshelf and bring them to you for payment.

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* (page 4) for how to process payments from book sales.

Tuition

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

See the section on *Processing Tuition and Book Payments* (page 4) for how to process tuition payments.

Your responsibilities are:

- To receive the 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.

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.

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, and Discover.

- 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.)
- Please note on the credit card form what the payment is for.

Example:

Tuition	\$265
Books	\$36.90 (this is the price of the book(s), not including tax)
Subtotal	\$301.90
Tax	\$2.86 (tax on books only)
Total	\$304.76

- Date the form.
- Check that you have verified the expiration date.
- Have the student sign the form.
- Give the student the "customer copy."

Log the check payment on the Student Record Sheet and the Registrar Accounting Form.

Turn In to Office

Complete and total 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 Registrar Accounting Form for Section 3 of the binder.

Place the payments you have received for the night, along with the form, in a sealed envelope. Place the envelope in the bookkeeper folder or wherever the office has previously instructed you to put it.

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 payments and log on the Student Record Sheet and Registrar Accounting Form. Turn payments in to office.

Collect and log homework on Student Record Sheet.

Last Class

Make copies of the Student Class Evaluation Form. The instructor will distribute them; however, the registrar collects them, 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 Accredited Class Completion Form (unless instructor wishes to do so). Give form to the instructor for review and signature.
- Turn in to the office: All Student Record Sheets, signed Class Completion Form, Class Registrar Binder, and the key to the offices.

[Class Name]
Student Record Sheet

SAMPLE

Class Dates: From _____ to _____ Year: _____

Name: _____

Address: _____

City/Zip: _____

Home Phone: (_____) _____ Cell Phone: (_____) _____

Email: _____ SS# (or last 4 digits): _____

Agreements and Understandings:

Tuition for *Foundations* is \$265 and may be paid by cash, check, or credit card, either in full at the beginning of the class or in three installments as follows:

Student		
Payment #	Due Date	Amt
Payment #1 (in full)	By Class #2	\$265
Payment #1	By Class #2	\$90
Payment #2	By Class #6	\$90
Payment #3	By Class #11	\$85

Registrar			
Amount Pd	Cash, Check #, CC	Date Paid	Balance Due
\$90	Credit	1/1/07	\$175
\$90	Cash	2/1/07	\$85
\$85	Ck #1234	3/1/07	-0-

I agree to pay tuition due as follows: In full by Class #2 In 3 installments as set forth above

I understand that I may receive a full refund after attending the first class, provided I request it in writing before the second class. I also understand that a *pro rata* refund will be given if I discontinue my participation after the second or third class and request it in writing before the next class session. Finally, I understand that no refunds will be granted after the third class session and that full tuition for the class is due even if I elected to use the installment plan. Should I discontinue participation in this class, tuition paid (and not refunded) will *not* apply as a credit toward tuition in any subsequent class for which I decide to register.

To receive a certificate of completion at the end of this class, I understand that I must keep my agreement regarding tuition payment and complete all homework and participation requirements outlined in the curriculum.

Signature: Student signature Date: Today's date

Class Attendance (P = Present; A = Absent)											Registrar	
1	2	3	4	5	6	7	8	9	10	11	12	13
P	P	P	A	P	P	P						

Homework (Date Completed)										Registrar	
4	5	6	7	8	9	10	11	12	13		
2/1/07	2/8/07	2/15/07	2/22/07								

Instructor								
Final Exam Passed?	Y	N	Personal Project Completed?	Y	N	Makeup Homework Complete?	Y	N
Class Complete?	Y	N	Issue Certificate?	Y	N			

If incomplete, why? _____

Registrar: _____ Registrar sign and date when class is over. Date: _____

Instructor: _____ Date: _____

Student completes this section.

Credit Card Sample

BANKCARD SALES SLIP 3PT.

FORM SD-59083M

6582G

Credit card # shows up here when swiped

DO NOT WRITE **ABOVE THIS LINE**

Name shows up here when swiped Exp. date

EXPIRATION

DATE

CHECKED

GGCSL imprint from credit card machine here

SALES SLIP

↑ PLEASE DO NOT WRITE ABOVE THIS LINE ↑

QTY.	CLASS	DESCRIPTION	PRICE	AMOUNT
		Foundations tuition		\$265 00
		Book		16 95
DATE 00/00/00			AUTHORIZATION	
REFERENCE NO.			SERVER	
ID-FOLIO / CHECK NO. / LIC. NO. STATE			REG./DEPT. CLERK	
			TIP	
			MISC.	
			SUB TOTAL 281 95	
			TAX 1 31	
			TOTAL 283 26	

5383031

The issuer of the card identified on this item is authorized to pay the amount shown as TOTAL upon proper presentation. I promise to pay such TOTAL (together with any other charges due thereon) subject to and in accordance with the agreement governing the use of such card.

Tax is calculated on book sale only.

Give customer the Customer Copy (generally the middle copy). Keep the Bank Processing Copy and the Merchant Copy intact and turn in to the office.

Registrar Accounting - *SAMPLE*

Date:	<i>Date of Today's Class</i>								
				Cost	Tax 7.75%	Total	Registrar: Make a copy of this sheet each week and include with payments to bookkeeper. Keep original in binder.		
Book #1	Science of Mind	\$ 16.95	\$ 1.31	\$ 18.26					
Book #2	Living the Science of Mind	\$ 19.95	\$ 1.55	\$ 21.50					
Book #3			\$ -	\$ -					
Book #4			\$ -	\$ -					
All		\$ 36.90	\$ 2.86	\$ 39.76					
				Amounts					
Student Name	Book(s)	Tuition	Total	Cash	Check	Charge			
<i>America Ferrara</i>		<i>\$265</i>	<i>\$265</i>		<i>\$265</i>				
<i>Julia Roberts</i>	<i>\$36.90</i>	<i>\$90</i>	<i>\$126.90</i>			<i>\$126.90</i>			
<i>Selma Hayak</i>	<i>\$ 18.26</i>	<i>\$90</i>	<i>\$108.26</i>	<i>\$100.00</i>	<i>8.26</i>				
				<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Payment made in two forms: cash & check. </div>					
<div style="border: 1px solid black; padding: 10px; display: inline-block; width: 80%;"> In this left half are listed all the payments received, and whether for books or tuition. </div>				<div style="border: 1px solid black; padding: 10px; display: inline-block; width: 80%;"> In this right half is listed the breakdown by form of payment. If payment is made by more than one form of payment, separate the amounts (as shown in Selma Hayak example above). </div>					
Totals				<i>\$ 55.16</i>	<i>\$445.00</i>	<i>\$ 500.16</i>	<i>\$100.00</i>	<i>\$273.26</i>	<i>\$126.90</i>