



# Registration Information

## CONTINUING EDUCATION

**SPONSORED BY THE BOARD OF EDUCATION. JESSE ROYLANCE, DIRECTOR OF ADULT AND CONTINUING EDUCATION (518) 370-8220.**

### WHO CAN REGISTER?

Residents 16 and older can attend any Continuing Education class of the Schenectady City School District. Out-of-district residents will pay an additional fee. Aquatic classes may vary.

### REGISTRATION:

By mail (deadline is Sept. 15): Fill out an application. Return it with your check to the address shown at the bottom of the tear-out registration form. Apply early to ensure entry into the classes you desire. **DO NOT MAIL CASH.** Receipts will not be given for check payments. However, if a receipt is necessary for employer reimbursement, let your instructor know and arrangements will be made for you.

**Once a course has started, refunds cannot be made.**

In-person (at the school): In-person registration will take place between 5 p.m. and 7 p.m. on Wednesday, Sept. 20 **ONLY** at the Schenectady High School main office (please use the main entrance—see map on page 15). Receipts will be given at registration.

### REFUND POLICY:

A full refund will be issued **ONLY** if a class has been canceled.

### INCLEMENT WEATHER/CANCELLATIONS:

If day classes in the Schenectady City School District are canceled due to inclement weather, evening classes will automatically be canceled. If school is in session, but after-school and evening activities are canceled, Continuing Education classes are automatically canceled. Please monitor local TV stations and news web sites for alerts. Classes will be made up **WHEN POSSIBLE.**

### REGISTRATION POLICIES:

Registration is on a first come, first served basis. You are urged to register **BY MAIL** to ensure a space in the classes you desire. **PAYMENT IN FULL IS NECESSARY AT THE TIME OF REGISTRATION.** Non-resident fees are \$5 more than resident fees, unless otherwise stated. Seniors over 65 and current SCSD employees receive a \$5 discount, unless the course is \$5 or less. A \$5 late fee will be charged for enrolling in a course after Sept. 22, 2017.

### NOTIFICATION:

You will be notified in advance **ONLY** if a class has been cancelled. Most classes have minimum and maximum registrations. Class cancellations are at the discretion of the instructor when minimums are not met.

## Directions to the High School

### FROM ERIE BOULEVARD

- Going Northeast, take a right onto Union Street
- Left onto Ardsley Road
- Right onto The Plaza
- SHS will be on your left

### FROM MICHIGAN AVENUE

- Going Northeast (toward Brandywine), stay straight onto Brandywine Avenue
- Left onto Rugby Road
- Right onto Phoenix Avenue
- Left onto The Plaza
- SHS will be on your right

### FROM STATE STREET

#### (HEADED EAST FROM ROUTE 146)

- Right on Brandywine Avenue
- Left onto Rugby Road
- Right onto Phoenix Avenue
- Left onto the Plaza
- SHS will be on your right

### FROM STATE STREET

#### (HEADED WEST FROM SCOTIA)

- Left onto Erie Boulevard
- Right onto Union Street
- Left onto Ardsley Road
- Right onto The Plaza
- SHS will be on your left