

# SOTC Classes, Fall 2017 — How to Register

Students must register by mail. Walk-ins or verbal reservations will not be accepted. To register, fill out and sign the registration form, and mail it with payment and a copy of your dog's shot records to the Registrar at the address printed on the form.

Use one form per dog per class. If registering for more than one class, **please write separate checks**. Make checks payable to SOTC, Inc. There is a \$20 bank fee for returned checks.

The number of students we can accept is limited by the availability of our volunteer instructors. Pre-Basic and Basic are especially popular and fill quickly. If possible, please indicate a second or third choice.

If the class you requested has filled, you will be notified and offered other options if available. Otherwise you will receive a confirmation via e-mail or U.S. mail about a week before class starts. E-mail will come from [SOTCRegistrar@gmail.com](mailto:SOTCRegistrar@gmail.com) (\*\***add this address to your contacts**\*\*).

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## PRIORITY REGISTRATION and GENERAL REGISTRATION

Registration opens on **Monday September 11, 2017**. Registrations received during the **priority period (September 11-15)** are treated according to priority: class openings are allocated first to SOTC members who are currently teaching or did so during the previous session; second to other SOTC members; third to non-member current students; and then to non-member new students. Registrations received on or after **Saturday September 16** are treated on a first-come/first-served basis regardless of member/non-member status. Registration remains open until classes fill or start, although new students are strongly encouraged to register before Orientation (**October 11**).

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## JUNIOR HANDLERS (under age 18)

Children attending classes with their families must be at least 4 years of age. Children registering for any class as the primary trainer of the dog must be at least 10 years of age (and must attend a run-thru the first time he or she registers).

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## ELIGIBILITY RUN-THRU

The following students must attend a run-thru to determine eligibility:

- students new to SOTC registering for any class above the level of Basic (run-thrus are not required to for Puppy, Pre-Basic, or Basic)
- children under the age of 18 registering for any class for the first time as the primary trainer of the dog
- students who do not meet the prerequisite stated for a class

If you need a run-thru, please so indicate on the registration form. Run-thrus will be held on **Wednesday October 11 before Orientation** (see below). If you can't make it then, e-mail [SOTCRegistrar@gmail.com](mailto:SOTCRegistrar@gmail.com).

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## ORIENTATION

Anyone new to SOTC classes must attend Orientation on **Wednesday October 11 at 7pm**. No dogs at Orientation (except for any who are scheduled for an eligibility run-thru beforehand).

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## REFUNDS and CANCELLATIONS

You may cancel your enrollment by notifying the Registrar before your class starts and will receive a full refund of your class fee. There will be no refunds made, or credits given, after the first day of class. SOTC reserves the right to cancel a class that does not generate enough interest and will return a full refund for that class upon its cancellation.

Classes will not be held on **Thursday 11/23 or Saturday 11/11, 12/2, or 12/9**. In addition, SOTC does not hold classes after 7pm on monthly meeting nights. Upcoming meetings are scheduled for **Tuesday 10/10, Monday 11/13, and Tuesday 12/12**. If your class ends before 7pm on a regular meeting night, it will likely be held. Students are welcome to attend meetings.

Additional cancellation dates anticipated for this session are listed on the published class schedule and on the Calendar page of the website.

Individual classes may be cancelled / postponed in the event of bad weather or other unforeseen circumstances. Class cancellation / postponement policies will be provided at Orientation or your first class.

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## STUDENTS WITH MULTIPLE DOGS

For entry-level obedience classes (Puppy, Pre-Basic, Basic), students with multiple dogs must enroll them in separate classes. For other obedience classes, a student may enroll two dogs in one class only by permission and only if another person is available to handle the second dog. For agility classes, a student may run two dogs in one class only if openings remain at the end of priority registration.

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## LOCATION: 6392 Deere Rd., Bldg. #2, Syracuse NY 13214 (near Carrier Circle)

**Directions:** From the NYS Thruway take Exit 35 to Rt. 298 West (this will be the second exit after entering Carrier Circle). Once on 298 West, take the first left U, then an immediate right onto Court St. (sign for Court St. is visible), then take the next right onto Deere Rd. The building is on your left and may be accessed via either the 1<sup>st</sup> driveway you come to or the 2<sup>nd</sup> one. There is ample parking on the left side of the building (1<sup>st</sup> driveway), but only limited parking on the right side (2<sup>nd</sup> driveway).

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## FOR MORE INFORMATION

You may download registration forms and other information from the Classes page of our website, [www.sotc.info](http://www.sotc.info). Last-minute changes to the schedule are posted on the Class Updates blog, <http://sotcclassinfo.blogspot.com/>. If you have questions, e-mail the Registrar, [SOTCRegistrar@gmail.com](mailto:SOTCRegistrar@gmail.com).

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