

HOW TO UNDERSTAND THIS BINDER SETUP

- 1. Each course offered has envelopes naming the course and the day and time.**
- 2. In the section of each course there will be envelopes with information for you to fill out in the front. Please follow the instructions on the envelope.**
- 3. If there are NO envelopes in a course section, it can mean one of two things. ONE - the course is filled so all the envelopes are gone. TWO - there is no course being offered at this time so no envelopes are in course section. NO envelopes means no course at the present time.**
- 4. Signing up is on a first come - first served basis. Once the envelopes are gone you will have to wait until another session for that course is open. These new courses will be announced on our web site or by a special mass e-mail.**
- 5. There should be a Course Description in each section so you can read it and find out if this is the course you want.**
- 6. Please remember, it is not, at any time, part of the Monitor's duties to know course schedules. They have only been asked to direct you to the binders where the courses are listed. Please be considerate of the monitor's as they really try to help the Education Department. If they don't know answers, it is not their fault or their responsibility.**

We at the Computer Club of Sun City hope that changing over to this new envelope registration makes it easier for you, the monitor and the Education Department. Being a new system we may have forgotten something that you as a participant would like to let the Education Department know about. By all means e-mail your responses to me.

**Cathy Downes
Education Chairperson**