

## Academy of Religious Studies: Registration Policy:

- a. Do not request to be added to any class until the registration notice per class is sent out.
- b. Reply back to the registration email sent out to register for the class. Your reply to the reg. email places your registration/name into the drop-down menu for class that compiles the class attendance sheet.
- c. Register One Time. Do not send multiple registrations.
- d. Only reply back with your **Name and Email address**. Messages are not needed nor Chap ID numbers.
- e. Only those registering need to **Reply** to the email.
- f. To track your completed classes please use your personal log sheet booklet. You can also download your booklet from [http://www.chaplaincynevada.org/Academy-Training\\_Instructors.html](http://www.chaplaincynevada.org/Academy-Training_Instructors.html)
- g. Materials for each class will be sent out 12-24 hrs prior to each class to registered chaplain students.
- h. POWER POINT pdf will only be sent to those who have completed classes.
- i. You must complete all class sessions to pass. If you miss a session due to personal emergency, please contact your instructor for assignments.
- j. Over 15 min late to class will cause you the loss of credit for the class session. Tardiness causes disruption for others in class. Contact your instructor, telling us that you will be late.
- k. Please contact the Registration dept. if your schedule has changed, to drop a class prior to the class start date. Drops (3) without notice are considered a no-show and may prohibit your attending another class for the rest of the calendar year. Academy classes are given at no fee, all instructors volunteer, and professionalism and respect are a must.
- l. The Academy class schedule is listed online. Please check back often for any updates to classes. It is the responsibility of each Chaplain to check, keep track of the annual class calendar classes, dates, changes. Please contact registration register.chaplain@gmail.com for information on classes that are scheduled or check online at <http://www.chaplaincynevada.org/AcademyChaplains.html>