



Dear Friends & Students of the Sharon Arts Center School:

As the School of Art & Craft faces growth and inevitable need for change, we are finding that we must adapt our policies and processes in order to maintain a workable system and sustainable plan.

We look forward to answering your questions as you gain comfort and familiarity with these changes. Through policy updates and more convenient tools, we hope improve the user-friendliness of registrations, memberships, account management, enrollment management, and much more.

The School's updates are outlined below. We encourage you to look them over and contact us if you have any questions, need more information, or would like to get started putting these items into practice!

- I. All seasons will consist of 2, back-to-back, 8-week sessions. Students *do not* have to take Session 1 to enroll in Session 2, and vice versa. We will continue to publish classes quarterly.
- II. We will be initiating an *Auto-Enrollment* policy. Students signed up for a weekly class will automatically be enrolled in the next installment of that class, which will start the following week, with no downtime between classes. It will be up to students to specify if they want to opt out of Auto-Enrollment for the upcoming installment of their class. This will go into effect for Fall Session 2. I will be contacting each individual class' students to inform them of this update, and to specify a cut-off date for notifying the office of the choice to opt out of Auto-Enrollment for Fall Session 2's classes.
- III. Online registration will be accessible as Fall Session 2's classes commence. We encourage all students to call the office in order to go through the steps of their first online registration. The new system utilizes email addresses for usernames when students log in. Contacting the office to verify/update your email address and other information will ensure that you have an accurate account and an error-free login. Once we verify your email address in the system, you will have the freedom to register yourself for classes online whenever you choose. Students who prefer to register by mail, fax or phone may still do so.
- IV. Transitioning to an online registration system means that the system will be storing credit card information, and the system will automatically charge students when they register for a class. Registering for a class means that students must give complete and accurate information, and that they are then committed to that class unless they formally withdraw. Holding spots in a class with incomplete registration information will no longer be possible. This will ensure that we can track accurate attendance numbers, and that we will be able to communicate with students and faculty about the status of their classes.
- V. We are going paperless! Rather than publish a quarterly course catalog, we will be listing all of our classes online. This will save Sharon Arts a substantial amount of money on printing

and mailing costs as we compete to be current in an ever-increasingly digital world, and a tough economy to boot. We will still send out postcard and email reminders to let you know when classes will be posted online, and to inform you about Open Houses or other special events. Students who would like a paper copy of the class listings can request one by phone, fax, mail or email, or can print it out straight from the Sharon Arts website. Keeping our class info online will allow us to immediately update date/time information, typos, and new additions or cancellations- so you have constant access to the most accurate information possible.

Thank you for taking the time to look over the new changes for the Sharon Arts Center School. Please know that I am available and eager to answer your questions, and that our office and administrative staff looks forward to the advancements and conveniences that these changes will provide for students, faculty and staff.

I look forward to seeing you in the studio!
Best Wishes,

A handwritten signature in black ink, appearing to read 'Alex Wall', with a long, sweeping underline that extends to the right and then curves back down.

Alexandra Wall
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School of Art & Craft

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