A Message From the SOAR Board of Directors Concerning Availability of Courses

SOAR has been working hard to meet the needs of its members by offering a wide variety of courses every semester. This past fall alone we offered 43! However, with close to 300 members eager to tap into SOAR's offerings, it has been a challenge to accommodate everyone's course selections; 16 courses had Waitlists. Every effort was made to contact people on those lists to invite them to the class *if* or when Ambassadors knew openings would exist. These issues and others surrounding course availability are problems the board is trying to address, but we need your help to make SOAR courses available to as many members as possible.

Please consider the following going forward.

1. Register as early as you can. Classes fill up fast.

2. Sign up for classes you truly plan on attending. This will enable more people to get into classes.

3. Members are limited to <u>no more than 12 courses</u> per semester. The Registration Committee will only register you for the first 12 courses on your Registration Form. This may help to alleviate long Waitlists and open up spaces in more courses for more people overall.

4. Compare the SOAR Course Calendar to your personal calendar to make sure courses do not conflict with personal obligations.

5. Email or call:
   - **the SOAR office** at 315 267-2690 (email: soar@potsdam.edu) **OR the SOAR Registration Committee** (email: soarregister@gmail.com) *if you know well in advance of the course starting* that you will have to drop the course.
   - **your Ambassador** *if you will be absent or decide at the last minute that you will not be taking the course.* This will allow some people on the Waitlist to get in.
   - **the SOAR office** *if you have general questions.* (See contact info in the first bullet above)

6. Check your email and the SOAR website (soarnorthcountry.org) frequently for class cancellations or change of locations.

7. Share any ideas you may have with board members about how we could best serve the membership.