

CYC MEMBERS Important Notice about Class Registration SESSIONS

CYC is changing its Gymnastics Program to Session Based Enrollment. This posting is meant to provide basic understanding of sessions during the transition. For more information on sessions, please speak with Customer Service staff.

For actual enrollment and registration in gymnastics, please contact **Aussie Ramos** by one of the following methods:

Email	aramos@cycmail.org
Voicemail	(925) 671-7070 x223
Drop Box	If you are part of priority registration, you will also be able to register via a drop box located in the Building 3 (gymnastics building) lobby.

Registration for gymnastics will only be done through contacting Aussie through email, voicemail, and drop box (priority registration only). CYC customer service can provide basic information on registration, but all registration will currently be handled by Aussie during this transition period.

Sessions Described Quickly:

- Who: CYC kids in the recreational gymnastics classes (not competitive team classes).
- What: Sessions are time periods for a specific class, you might even consider them like a course with a first meeting date through a final date.
- Where: Right now only the Gymnastics Program will be fully converted. Other CYC programs are testing this on a smaller scale.
- When: Now. There will be 7 sessions throughout the year. There is a calendar available for week by week enrollment and class information. This calendar will be posted in the CYC Building 1 lobby, as well as the Gymnastics postings wall in Building 3. Some sessions may have class days that fall on holidays or other events requiring class cancellation or CYC closure. Pay close attention to your child's schedule (you can find this on your Active online account to see these days).

How: Each session lasts 8 weeks. Members will need to enroll for each session they wish to attend. There are set registration windows that allow fair registration procedures. These windows give first priority to people who are currently enrolled in gymnastics classes that they wish to continue. See description of the registration windows below.

Registration Windows Described Quickly:

There are registration windows with specific dates set for each session.

Registrations Windows are based on three criteria:

Priority Registration

Members who are currently enrolled in specific classes, who have their membership in good standing (no delinquent balances on their CYC account, or other penalty issues) and wish to continue with their same class day and time for the next session.

Admin Registration

Members who are currently enrolled in classes (and in good standing) who want to transfer to a different class and time may do so during the admin registration window IF there is room in the class at the close of **Priority Registration**.

Open/Waitlist Registration

Currently there are too many people on CYC's old waitlist system to allow Open registration or even addition to the old waitlist. Effective immediately, CYC will register customers into the gymnastics program from the old waitlist after **Admin Registration** is complete for each session. CYC will make every attempt to register as many people as possible from the waitlist until the start of Session 6 on August 29, 2010.

On August 29, 2010, CYC will delete its old waitlist.

Once we have honored as much of the current frozen waitlist as possible and the old waitlist is deleted on August 29, Open/Waitlist Registration will work as follows:

Customers not currently enrolled in gymnastics classes may add to classes where there are openings after the **Admin Registration** ends. If classes are full, they may add to the waitlist for specific classes. Waitlists will only last during the Open/Waitlist registration period. Once a session begins, the waitlist for that session is deleted.

The Future Vision:

CYC believes that many of its programs will benefit from eventually switching to sessions registrations. As the system is tested on increasing scales, we will move toward converting other programs to promote the smoothest transition possible.

CYC Policy Update 1/13/2010

In addition, CYC's new Active online system will allow ONLINE registration for customers. This release date is still under determination as we test the new sessions format.

Sessions will allow improvements to CYC operations that benefit admin, coaches, and customers! Sessions will:

- Allow definable expectations for customers regarding class enrollment
- Eliminate unrealistic and unpredictable continuous waitlists
- Eliminate the need for calling in excused absences, and CYC managing this process
- Allow definable curriculum timelines for coaches and students