

## REGISTRATION INFORMATION

### HOW TO REGISTER

Complete the registration form, and mail with full payment and a copy of your dog's shot records to the Registrar:  
**Linda Fleisch, 106 Marshia Ave., North Syracuse NY 13212 (315) 452-9120**

- Priority registration for members and current trainees is due by Feb 10th, 2010. (*See Note below for priorities*)
- Class registration remains open until classes fill. Please indicate a 1st & 2nd choice, day/time on your registration form. Use one form per dog per class. Classes are approximately 45 minutes.
- Basic classes are extremely popular. Please sign up early to avoid being closed out.
- Agility Run-thrus are required for All Beginner Agility students and will be held on Thursday March 4<sup>th</sup> at 7:30pm. For all other dogs new to SOTC Agility, Advanced Beginner thru Advanced Handling, run-thrus will be held on Thursday evening March 4<sup>th</sup> at 7:30pm. Please email [training@sotc.info](mailto:training@sotc.info) if you are attending.
- If you do not meet the prerequisite of the obedience class you are signing up for or you have never attended an SOTC class (this excludes dogs registering for Puppy, Pre-Basic or Basic). Run-thrus will be held Thursday evening, March 4<sup>th</sup> at 7:30pm. Please email [training@sotc.info](mailto:training@sotc.info) if you are attending.
- Puppy, Pre-basic and Basic students are required to attend an SOTC Orientation on Wednesday, March 3<sup>rd</sup> @ 7pm.
- Open and Utility: Dogs enrolling in these classes must have earned the applicable title or receive permission by the instructor. Please apply directly by mail and indicate when your dog earned his CD or CDX, or instructor permission.

### APPLICATION, PAYMENT, REFUND & CANCELLATION POLICIES

Classes are filled on a first-come/first-served basis after priority registration has occurred. The number of students SOTC can accept is limited by the availability of our volunteer instructors. Applications that contain a completed registration form, photocopy of shot records, and payment in full will be enrolled first. Dishonored checks will not hold you a spot in class.

*Please do not call to confirm your enrollment.* You will receive class notification via postcard about 1 week before classes start. You will be notified if the class you requested has filled and given other options if possible. SOTC reserves the right to cancel any class because of insufficient enrollment. You may cancel your enrollment by notifying the Registrar. If you contact SOTC to cancel your enrollment before March 9th, 2010, when classes are due to begin, you will receive a full refund of your class fee. *There will be no refunds made, or credits given, after the first day of class.*

### DATES & LOCATION

Required Orientation for this session will be on Wednesday, March 3rd @ 7pm for Puppy, Pre-Basic, Basic Obedience, and anyone new to SOTC. *Orientation night is an informational program designed for owners only, please do not bring your dog.*

**Location:** This session will be held at the SOTC Training Facility, 6392 Deere Rd, Bldg #2, Syracuse NY 13214.

**Directions:** From the NYS Thruway take Exit 35 to Rt. 298 West (this will be the second exit after entering Carrier Circle). Once on 298W, take the first left 'U' then an immediate right onto Court St. (sign for Court St. is visible), then take the next right onto Deere Rd and proceed to 2nd building on the right (SOTC drop-off entrance is toward the back).

### NOTES

- SOTC does not hold classes after 7pm on its monthly meeting nights, but students are welcome to attend. Meeting nights this session are: Tues. April 13, Mon. May 10 and Tues. June 8. If your class ends before 7pm any of these nights, it will likely be held. Students are welcome to attend the meetings and to join the club.
- Individual classes may be canceled/postponed in the event of bad weather or other unforeseen circumstances. Class cancellation/postpone information/policies will be provided at orientation or your first class. We also reserve the right to cancel a class that does not generate enough interest and will return a full refund for that class upon its cancellation. Check our website for updates at [www.SOTC.info](http://www.SOTC.info).
- If you have questions about registration, please call the SOTC Registrar at (315) 452-9120 or the SOTC message service at (315) 458-1492 and leave a message or send an e-mail to [registrarsotc@twcny.rr.com](mailto:registrarsotc@twcny.rr.com).
- You may find downloadable registration forms and some useful information on the SOTC website: [www.sotc.info](http://www.sotc.info)
- **Priority registration** is reserved first for members who are teaching/assisting in the upcoming session, or have taught/assisted within the previous 6 months. Second priority is for any member. Third priority is for a current trainee. Any registration received after priority registration ends will be treated on a first-come/first-served basis regardless of member/non-member status.
- Procedure for students with multiple dogs in same class: Any student can run multiple dogs in a class at the same time if all of the following conditions exist: 1) the class is not full with other dog/handler teams by the end of the day of the priority registration date. 2) At no time will a student have multiple dogs in a class and another student be denied multiple dogs in the same class before priority registration ends. 3) Each dog must be registered and paid for separately. If the owner elects to choose this option and the class fills by or on the priority registration date, they will have a place for the second dog (in priority order) in a similar class at a different time, if available. If a second class is not available only one dog will be allowed into the class.
- SOTC is a New York State registered 501(c)3 educational corporation (organized not-for-profit).