

# **Christopher Wren Association for Lifelong Learning**

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## **WHO WE ARE**

We are an organization of people from a variety of backgrounds who share a common interest in continuing learning experiences and intellectual stimulation.

Our association is sponsored by the College of William and Mary but we are supported entirely through our membership program. Our courses and activities are planned and operated by our members. We design our curriculum, arrange for volunteer instructors from The College of William and Mary faculty (current and retired), from our membership and from the community at large. The courses we offer require no tests and there are no grades. Members participate purely for the joy of learning.

Membership in the Christopher Wren Association also provides opportunities for a variety of social interactions through activities and special events, and during class breaks where students mingle over coffee, tea and cookies.

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## **HOW WE ARE MANAGED**

We are managed by a board of directors, all of whom are members of our association. All board members are elected for three-year terms with five of the fifteen director positions expiring each year. The President-Elect serves one year, becomes President the second year (serves for one year), and become the Immediate Past President the third year. New directors are elected at the annual Members Meeting each spring.

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## **MEMBERSHIP**

To join the Christopher Wren Association a Membership Fee is submitted with the registration form for each semester. The amount of the fee depends on the type of membership you choose. There are two types of membership: Regular and Associate.

**Regular Membership** for a semester is \$85 per person. This membership fee includes up to twelve (12) Class Units spread over a twelve-week semester in any combination a member chooses, Town & Gown/Brown-bag Lunches, other scheduled activities (listed under "Catalog" on our website and in the back of this printed Catalog), and eligibility to participate in all other functions sponsored by the association.

This fee does not include books and materials for classes or the cost of Special Events.

The Swem Library at the College offers Regular Members borrowing privileges through membership in The Friends of the Williamsburg Library at a reduced rate of \$50. You must present your current CWA name tag at the circulation desk to receive an annual borrower's card.

**Associate Membership** for a semester is \$35. This fee entitles one to enroll in the Town and Gown/Brown-bag Lunches, and participate in Special Events listed in this catalog as well as on the website under "Catalog".

Associate Members may not participate in Activities.

### **Additional Membership Benefits**

Both Regular members and Associate Members may serve on committees of the association and will receive the newsletter which is E-mailed to all members who have E-mail addresses.

### **Payment of Membership Dues**

Semester dues for membership and the Registration Form must be submitted only by mail.

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## **REGISTRATION**

### **Administrative Policies**

Receipt of your registration form and check establishes you as a member of the Christopher Wren Association.

You must be registered to attend each class and activity. Every course has a course number, a title, and number of units. All Regular Members of CWA are allowed up to twelve (12) units per semester.

For your convenience, the Registration Form is located in "Forms" on the website and in this catalog. As instructed on the form, you must enter the course number, the name of the course, and the number of units along with your choice of course. Please also indicate your second choices in preference order. In the event that all the classes you list are filled, your check will be returned.

Registration is BY MAIL ONLY and is on a first come, first served basis using random selection each day, beginning on the first day registrations are received. Please use a separate enrollment form and an individual check for each person enrolling. Registration Forms may be downloaded from the website but will not be accepted by electronic submission.

As a courtesy to the instructors and fellow members, please select your courses with the intention of attending all sessions. Absentee registered students result in unutilized classroom space and missed opportunities for members on the wait list.

**To Drop a Course.** If you need to drop a course before it begins, please notify the CWA office so they may contact the first person on the wait list to fill the available seat.

**Open Enrollment.** Beginning the Thursday after the Member Reception each semester, any class that has space available will be open to Regular Members for enrollment on a first come, first served basis until the class is filled. There is no additional charge and no 12-unit limit for these enrollments. You can obtain a list of closed classes at the Member Reception or check Closed Courses under "Catalog" on the website. Open enrollment is accepted by phone (221-1506) or by E-mail: ChrisWren@wm.edu.

### **Refunds**

Refunds will not be given after the first day of the start of the semester.

### **Name Tags**

You will be mailed a confirmation of your course(s) and a name tag which displays your name and current semester. You may pick up a plastic tag holder at the Member Reception or at your first class. The name tags for all NEW members (Regular and Associate) will be coded with a blue dot. You must wear your name tag for admission to classes and other CWA events.

### **Required Textbooks**

Required textbooks are available in the textbook department, in the basement, at The College of William and Mary Bookstore. The Bookstore offers CWA members a 10% discounts on all merchandise excluding convenience items (chips, candy, soda, etc.). Your current CWA name tag serves as your ID.

**Guests**

Christopher Wren classes and activities are intended for Christopher Wren members. A member's out of town guest may attend a class or an activity as long as class attendance is not limited. A local guest may be invited as a guest once, and only if that person is considering joining Christopher Wren. The CWA office must be informed prior to any guest attending. Guest name tags will be available and must be worn to all classes and activities.

**Cancellations**

Christopher Wren will cancel classes/activities/events for weather if the Williamsburg/James City County (WJCC) public schools are closed. A notice will be on the CWA office voice mail (221-1506). You will be contacted if classes are closed for any other reason.

If a class has been canceled, you will be contacted about a makeup time. The date will be determined by the availability of a meeting space and the instructor.

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**CLASSROOMS AND PARKING**

Classes are held in several locations. Check the course description for the locations of your classes, activities and/or events. A map of all locations and parking information is provided at the back of this catalog.

**Handicap Access**

Elevators are available at the William and Mary Hall and at the Campus Center. Any member with a handicapped parking permit and a yellow CWA parking permit may park in any faculty/staff parking place.

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