



## **REGISTERING FOR 2011 BASIC RIDER COURSES**

### **READ CAREFULLY, AS THE REGISTRATION PROCESS HAS CHANGED!**

To streamline the process and ensure fairness to all students, we have updated our registration process. To avoid disappointment, please follow directions carefully.

**PLEASE NOTE:** Weekend courses are very popular and fill up quickly. If you are an inexperienced rider, we strongly recommend that you sign up for a weekday class instead of a weekend class. Weekend classes are very intense and better suited to those riders with experience. Riders with little or no experience will gain more benefit from the weekday format.

- Mail registration to: Nicolet College, PO BOX 518, Sharon Wiese, Art Tech Center, Rhinelander, WI 54501. Enclose correct payment and waiver.
- Walk-in registration is located at Room 300 of the Art Tech Center, which is the first building on the left on campus. My office is the only place you may register for this class. Call to set up a time to come in, as I am not always at my desk.
- We accept checks, money orders, and credit card payment. (Visa, MC, and Discover).
- Faxed registration should be sent to: (715)365-4603. Do not use any other fax number, or your registration could be severely delayed. Faxed registrations **MUST** be paid via credit card; please fill in **ALL** correct information and sign as requested.

### **TO REGISTER, FOLLOW THESE INSTRUCTIONS:**

1. Fill out the enclosed REGISTRATION form. Classes are listed on the reverse side of this form. Provide your **first, second, and third** choices for class. This is important! Classes fill up quickly and you may not get your first choice.
2. The WAIVER RELEASE OF LIABILITY form must be signed. Parent or guardian must also sign for students under age 18. Registrations received without the waiver release will NOT be accepted.
3. If you are interested in attending the same class as a friend/relative/spouse, make sure your registrations are mailed together in the same envelope or paid here at the same time. Again, call to set up a time to stop in, as I am not always at my desk.
  - Include the appropriate course fee (checks and money orders should be made out to Nicolet College). Class fees are: **\$232.92**, **NO** Senior fees are available for this course.
  - You **MUST** send payment with your registration or it will not be accepted!
4. A letter of confirmation will be sent out after your registration is received and class assignment has been made. If you have questions, call me at (715) 365-4641 or (800)544-3039 ext. 4641.

Sharon Wiese,  
Administrative Assistant  
715.365.4641  
swiese@nicoletcollege.edu

Nicolet College  
Attention: Sharon Wiese  
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[www.nicoletcollege.edu](http://www.nicoletcollege.edu)

Toll-Free  
800-544-3039

TTY Line  
715-365-4558

Art Tech Fax  
715-365-4603