

Synod School
SUNDAY REGISTRATION INSTRUCTIONS

WELCOME	After you have parked your car in the lot at the corner of 4 th and Grand, please come to SIEBENS FORUM to register. You may want to leave your luggage in your car until you know to which dorm you are assigned. Refreshments will be available at registration. After completing your registration, and moving into your room, please feel free to tour the campus and find your and/or your children's classrooms. (Schedule and Locations will be in the packet you pick up at registration.)
NAME TAGS	In your packet will be a name tag for each person registered. You must have it as your identification all week for meals, classes, and other activities!
HOUSING	Your housing assignment will be written on the label on your packet and keys and cards to open outer doors will be in the packet. Synod School registration volunteers and college staff will help you with directions and to resolve any problems.
COURSES	The courses that you are registered for will be listed by number on your packet and a card will be included in your packet for you to put in the back of your nametag. If you were unable to get into a class, check to see if a cancellation or change has opened up a spot for you. You may change classes if space is available by consulting the Synod School staff.
BOOKSTORE and GIFT SHOP	If you have time before dinner, please plan to visit the Cokesbury Bookstore and Gift Shop at the Synod School Commons in SIEBENS FORUM. You will find there the required and recommended texts for courses, many other interesting titles and a selection of global gift items from Ten Thousand Villages.
DINNER	The cafeteria line is open from 5:00 - 6:30 p.m. in SIEBENS FORUM. Parents are asked to accompany young children through the line. Please note that there are multiple stations for the food service. You might want to take a look around at all the options before beginning to fill your tray.
SWIMMING	The pool is not open on Sunday. Weekday pool hours are listed on the General Information sheet that will be in your registration packet.
PARENTS	Please make sure to complete a PERMISSION FORM by SUNDAY EVENING if you have not already done so. After worship and the general orientation on Sunday evening you will be invited to join your child for a preview of the week's children's programs and meet their teachers. They will share their expectations of parents during the week and answer any questions you may have. Your child cannot participate in the children and youth program until we have a completed permission form on file.
COMMUTERS	Commuters will have access to all facilities with the exception of dorm rooms and meals, however commuters may purchase individual or weekly meals at registration or by coming to the Synod School office. If you need a place to rest or study while on campus, check in the Synod School office and we will direct you to a quiet spot.
ROSTER	A roster of everyone who pre-registered for the School will be in your packet.
SUNDAY EVENING SCHEDULE	4:00 p.m. – Adult Faculty Meeting – Anderson Auditorium (Siebens Forum) Children/Youth Faculty Meeting – Seminar Room 4 (Siebens Forum) 5:00 p.m. – Newcomer Orientation - Anderson Auditorium (Siebens Forum) 5:00 – 6:30 p.m. DINNER - Marketplace Servery and Dows Grand Ballroom (Siebens Forum) 6:30 – 7:15 p.m. HYMN SING and WORSHIP - Schaller Memorial Chapel 7:15 – 7:45 p.m. WELCOME AND ORIENTATION - Schaller Chapel 7:45 p.m. FELLOWSHIP AND HOSPITALITY - Schaller Lawn