

Environmental Career Fair Bus Procedure-2018

1. Environmental Career Fair Bus Registration Event created in Handshake for students to complete registration and on-line Hold Harmless form to ride the bus. Students can only choose the one-way down to the event or round trip ride options.
2. Students will be able to add or remove themselves without being charged until the final deadline of Monday, February 5 at noon.
3. Nadia will monitor the registration and if it fills up, she will contact Leslie to create a waitlist in Handshake.* Nadia will then continue to monitor the waitlist and a couple of weeks before the sign up deadline, she will discuss with Rebecca if another bus is needed.

Notes:

-The waitlist page will tell students that they need to keep checking the 1st registration list for openings and they can add themselves to these slots up until the Monday deadline.

4. On Monday, February 5, after the deadline passes, Craig will check both the registration and waitlist in Handshake to see if there are still open slots available on the registration list and if there are still students left on the waitlist. If there are openings on the registration list and students waiting on the waitlist, he will send an email to the waitlist students asking if they would like to be moved to an open slot. If they write back and confirm, Craig will then move them from the waitlist to the open slot on the registration list.
5. After the Monday, February 5 at noon deadline has passed, Craig will download the student names in the registration list and send them to Jeremy for Bursar billing and he will notify alumni on the registration list that they need to bring him a check or cash by Thursday, March 2 at 4pm, or they cannot ride the bus.

Notes:

-If Jeremy notifies Craig of a hold, he will email student and tell them that they can pay us cash or check before the bus leaves, or let us know as soon as the hold is removed so we can bill their account again later.

-If Jeremy notifies Craig that a student in the system is listed as "not active" (e.g. a grad student who is on leave for the semester) he will email the student to tell them they must bring in a check or cash by the same deadline as alumni (Thursday at 4pm)

6. Also after the Monday, February 5 at noon deadline, **Craig will email Nadia the final registration list, and** Nadia will email all students to confirm that they are riding the bus and provide them with additional instructions.

Note:

-Waitlisted students will have already provided registration information and the Hold Harmless form so they are all set if they want to ride back.

7. If students or alumni contact us last minute because they were unable to sign up on the registration or waitlist, then they can be told to show up on Friday morning at the bus stop to see if there are any available openings. If there are openings, Bursar billing information will need to be collected and submitted to Craig for billing and alumni will be required to present a check at that time.

**Creating a second event "waitlist" in Handshake allows Barnes to track the # of additional students who would like to be able to take the bus to the event so that another bus can be added. These students will have to complete a Hold Harmless form at this point so that this step is complete in the event that they are selected and accept to fill an open slot in the registration list.*