



TOTEM HERITAGE CENTER

Native Art Studies Program

2022 Fall Class Registration

Totem Heritage Center, 601 Deermount St., Ketchikan, AK 99901
907.225.5900 • marnir@ktn-ak.us

Name: _____ Application Date: _____

Mailing Address: _____

E-mail: _____ Phone: _____

Class(es) you are registering for:	\$ TOTAL DUE	Cash/Check	Credit Card	KIC Esther Shea Scholarship
<input type="checkbox"/> INTERMEDIATE/ADVANCE CEDAR BARK MATERIAL PREP October 28-30, 2022 \$100 Students provide their own materials	\$			
<input type="checkbox"/> BEGINNING/INTERMEDIATE CEDAR BARK WEAVING November 2 - 16, 2022 \$225 <input type="checkbox"/> (materials up to \$175)	\$			
<input type="checkbox"/> BEGINNING CHILKAT WEAVING November 28 - December 10, 2022 \$200 <input type="checkbox"/> (materials up to \$125)	\$			
Registered By: _____ Date Payment Received: _____	\$			

PAYMENT: Students are not fully registered until payment is received.

- Cash payments can be made in person when registering. Please do not mail cash.
- Make checks payable to "City of Ketchikan"
- We accept MasterCard and Visa.
- If applying for the Esther Shea Scholarship, it is the student's responsibility to contact KIC.

Track Classes for Certificate of Merit?

Students may elect to pursue a Certificate of Merit in Carving, Weaving or Regalia through the Totem Heritage Center. Talk to museum staff for more information about this opportunity and the class requirements.

University of Alaska Credit?

Students may receive college credit for classes taken at the Totem Heritage Center. For information call the University of Alaska, Southeast, Ketchikan Campus: 907-225-6177. Arrangements to receive college credit must be made prior the start of class. Fees associated with receiving college credit are not included in the THC class fee, and are paid to UAS.

Ketchikan Museums

2022-23 Season Class Policies & Program Participation

CLASS FEES:

Class registration fees are as listed for each course. Class fee does not include cost of materials.

REFUNDS:

If you request a refund, you will receive:

1. 100% tuition refunded if the class is cancelled by Ketchikan Museums.
2. 100% tuition refunded less a \$20 processing fee if you withdraw from a class two weeks or more prior to the first day of class.
3. 75% tuition refunded if you withdraw up to one week prior to the first day of class.
4. No refund if you withdraw less than one week prior to the first day of class.
5. For classes taken for college credit, please call 907-225-6177 for information on the University of Alaska's refund policy.

Please allow three to four weeks to process all refund requests.

CANCELLATION:

Ketchikan Museums reserves the right to change or cancel any classes. Any class with fewer than ten registered students may be cancelled. In the event that a class is cancelled, a full refund will be made.

VIRTUAL CLASSES: Out of respect for instructors and fellow students, class participants are required to have their cameras on and participate in class discussions.

Students who do not follow these expectations in class will not receive UAS or Certificate of Merit credit. Heritage Center staff are here to help with any technology issues or needs, so please call 907.225.5900 if you need any assistance.

CHILDREN:

Students must be at least 18 years of age unless the class is specifically designated for youth. Please do not bring children with you to class to ensure you and all students are able to hear, focus and learn.

CLASS MATERIALS:

Prior to class a list of required supplies and recommended reading will be sent out to all students.

VISITORS:

Only authorized instructors, staff, and students are allowed while classes are in session.

CELL PHONES:

Out of courtesy to the instructor and other students, participants are asked to silence cell phones. In the event a phone call is necessary, you are asked to step out to an area where others will not be disturbed.

SMOKING:

Smoking is not permitted on Totem Heritage Center property.

CLEAN UP:

Students are responsible for helping with clean-up of the work space at the end of every class session.

UAS AND CERTIFICATE OF MERIT CREDIT:

Students must successfully complete the class to receive credit. Successful completion of a class is determined by the instructor. Attendance at all class sessions is expected. Students may not miss more than 20% of any class to receive credit. A passing grade, given by the instructor, is required to be eligible for credit.

PHOTOGRAPHY:

Ketchikan Museums staff takes photographs of students and their work for use in our records, and for Museum publicity in all media. If you do not want images and video of yourself used for these purposes, please inform staff.

_____ (Initial) I have read, understand and agree to the terms of the class fees and policies listed above.

_____ (Initial) **PROGRAM PARTICIPATION WAIVER:** In consideration for your accepting my registration, I, for myself, my heirs, executors, administrators and assigns, waive and release any and all rights and claims for damages, injuries, or death I may have against the City of Ketchikan and its agents, employees, officials, contractors, successors and assigns for any and all damages, injuries, or death suffered by myself or at any activity sponsored by the City of Ketchikan Museum department.

Name (print) _____

Date: _____

Signature _____

Primary Phone: _____

If under 18, Parent/Guardian consent and agreement:

Name (print) _____

Signature _____

Emergency Contact: _____

Phone Number: _____