



These are a few of the most frequently asked questions. If you have any additional questions, please do not hesitate to call us at (860) 945-7837.

Question: **How do I register without a College Board Educator Professional Account?**

Answer: You cannot continue the registration process until you complete this step in the registration. It takes about 2 minutes to complete and once you have entered in the information, the system will recognize you for future years and workshop sessions.

Question: **Why are there two different paths to the registration?**

Answer: The College Board is using a new registration system (Cvent) that all Advanced Placement Summer Institutes need to use.

Question: **What is the Early Bird fee VS the Regular fee?**

Answer: The Early Bird fee is available for people that complete the registration by May 1. After May 1, the fee increases by \$50 per week.

Question: **Where do I go if I need to change any information, cancel the workshop session, change dates or housing options?**

Answer: You should call or email the Taft Educational Center Office: [Tecinfo@taftschoo.org](mailto:Tecinfo@taftschoo.org) or (860) 945-7837. All modifications, cancellations and payments must be done through our office.

Question: **If I have specific questions about the workshop, what can I do?**

Answer: Please check our workshop description. If you have more specific questions, you can email Alison Oriente [Tecinfo@taftschoo.org](mailto:Tecinfo@taftschoo.org) and she will forward your questions to the Instructor.

Question: **How do I know if I am registered and if the workshop will run?**

Answer: We will send you a confirmation email once you have completed your registration and payment information. Once the workshop has been confirmed (Late May – Early June) you will receive another email with additional details. If you do not hear from us, please feel free to call the office (860) 945-7837.

Question: **What do you mean by "confirmed to run"?**

Answer: Once we have at least 6 participants in the workshop we will confirm the workshop session to run. Sometimes a workshop session will not reach 6 teachers quickly and we keep the registration open longer. We do have to cancel workshop sessions occasionally but we try very hard to run all our workshop sessions.

Question: **What does the \$200 fee for Housing include?**

Answer: **Accommodations:** Our boarders stay in a single room dormitory on campus. Each dorm has a lounge, complete with kitchen; a washer and dryer; and a central bathroom on each floor. Each room has a desk, chair, bed, and chest of drawers.

**We only have one dorm that is air-conditioned. Rooms are assigned by date of registration.**

**Linens:** Boarders will be provided with: 2 sheets, 1 pillow and pillowcase, a blanket, towels, and washcloths. Additional linens are available if needed.

**Activities:** Taft has a beautiful campus for you to relax and enjoy. A social time is held Sunday – Thursday before dinner to give you a chance to enjoy your colleagues in a social setting. If you are more energetic, we have tennis courts, weight room, running/walking trails and a golf course. We do not provide tennis or golf equipment. Please feel free to bring your own.

Question: **What is your cancellation policy?**

Answer: Workshop participants who have registered by June 1 may receive a full tuition refund if they make a request in writing before June 1. All cancellations received on or after June 1 will be subject to a \$250 cancellation fee. If a cancellation request is made on or after June 1, Taft Educational Center will accept a replacement participant from the same school. "No-shows" will be responsible for full tuition fee payment. Participants in workshops that are cancelled by TEC for any reason receive full refunds.

Question: **If TEC cancels a workshop session, how will I be notified and will I get reimbursed?**

Answer: If TEC cancels a workshop session we will notify you via email and/or your mobile phone. You will be given the option to go into another workshop session either in the same week or a different week. If you decide that you cannot make any additional workshop sessions then you will be 100% refunded any monies that were sent to us.

Question: **Does the fee double if you are taking a two-week workshop session?**

Answer: Yes, the cost is quoted by week. If you take a two-week AP Chemistry workshop session, the cost is double both in tuition and housing.

Question: **When do I need to decide if I want graduate credits?**

Answer: Graduate credits are optional. The cost is \$145 per credit. There will be a signup sheet in your workshop on Monday morning. This sheet will be used to print the university registration forms. The forms will be delivered to your classroom on Thursday. You are not obligated to apply at this time. You have up to three (3) years to apply for credits. If you did not sign up for forms in your classroom and decide at a later date that you may be interested, the university forms can be emailed to you. All checks and forms are mailed directly to The University of Hartford.

Question: **How do I get to campus if I fly? Where will I park if I drive?**

Answer: If you apply as a commuter, we have a parking lot specifically for commuters. If you register as a boarder, we have a boarder lot for those that are driving. Participants that fly into Bradley International Airport will have an option to take the free Taft Van. The van only makes two trips to Bradley on Sunday afternoon. Van reservations are available online. (You must be registered to take the van). We also have a van returning to Bradley airport on Friday. The van is free of charge.

Question:

Answer:

**When does the workshop end on Friday and can I stay an extra day?**

The workshop week ends on Friday at noon. With advanced notice, we can accommodate most Friday stay-overs (except for the last week of workshops) for departing participants. Please note that the office is closed on Saturday. If you are planning on leaving campus on Saturday, there will be no transportation provided by Taft at that time.

Question:

Answer:

**I am taking a two-week workshop; can I stay the whole weekend and is there an additional charge?**

There is no charge for accommodations for those boarding participants who remain at Taft during the weekend between workshops in which they are registered. However, our dining hall often shuts down over the weekends

Question:

Answer:

**What is the dress code on campus?**

Informal attire is appropriate for workshops. (Shorts, T-shirts, Sneakers). All participants that register for a science workshop must have closed-toe shoes while in the classroom. Most classes are held in air-conditioned classrooms. You may want to include a sweater or sweatshirt if you get chilled.