Recreation & Wellbeing American Red Cross Class Request Policies

- All CPR Courses must have a minimum of 6 participants.
- Departments and RSOs should complete the “Host a Class” form found on the Rec Well Website.
- Registration for CPR classes hosted through Rec Well will occur using our online registration platform. A hidden link will be created for your group’s class and sent to you after a date and time have been confirmed.

Interdepartmental Transfers

- Groups requesting a CPR class through Interdepartmental Transfer will receive a hidden link and promo codes for their participants to register. Promo codes are for their group only and should not be shared outside the group.
  - Misuse or sharing of the promo code may result in extra fees for the group.
- Participants will need to login with their NetID or create a Fusion account in order to register and use the Promo Code at checkout.
- Participants should NOT pay for their class, as the promo code turns the total cost to $0.

Cancellations & Transfers

- If you want to switch to a different class date, please email kelly.esenther@wisc.edu. Include the name of your group, the date of the class you’re currently registered for, and the date of the class you’d like to be transferred to. Transfer requests must be made at least 3 business days prior to the original class date.
- Cancellations must be made at least 3 business days prior to the class date. If a participant cancels after that deadline, the group will be charged for that participant.
- If a participant needs to cancel their registration, please email kelly.esenther@wisc.edu. Include the date of the class and the name of the group in your email.
**No-Shows**

- If a registered participant does not show up for their class, the group will still be charged for that participant.

**Blended Learning Classes**

- Upon registration, participants agree to complete the online portion of their Blended Learning class. If a participant fails to complete the online portion of their Blended Learning prior to their in-person session, the group will still be charged for that participant.

**Classes Outside of Rec Well Facilities**

- **Administrative Fee**
  - For groups that wish to host classes outside of Rec Well facilities, a $100 administrative fee will be added to the total.
  - The administrative fee is waived for Registered Student Organizations (RSOs).

- **Host Responsibilities**
  - The host must meet the instructor 30 minutes before the class is scheduled to start.
  - The host will reserve the room for 30 minutes before the class is scheduled to start and 30 minutes after the end time of the class to allow to set-up and take-down.
  - The host needs to provide basic AV set up for the instructor.

- **Room and AV Guidelines**
  - The room must have desks/tables that allow for lecture-style teaching.
  - The room must have enough space for manikins to be placed on the floor.
  - The room must have a video monitor projection/screen and sound capabilities.
  - HDMI connector is required.