

Course/ Seminar/ Workshop Guidelines

Conditions of Enrollment

PLEASE READ CAREFULLY

English as a Second Language

Students will need a good standard of reading, writing and speaking English to be able to study with us (if the course/ seminar/ workshop and their respective material is offered in a different language, it will be clearly advertised as well).

Age

Please note that in order to study with us, you must be 18 years old, or have a parental/ guardian written approval - There is no upper age limit.

Your Operating System and Browser

We use the Zoom Software to host on-line classes.

Before you enroll for the first time check the System Requirements for Zoom, on the Zoom website:

<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-andLinux>

to make sure your system will work with Zoom. Our school will not refund fees to students who cannot join the course because their system does not support Zoom.

Joining the Class

You can join the class using a laptop, either Windows or Mac. We advise you not to join using a phone – the sessions will include slide presentations and the material will be difficult to see on a very small screen.

You will need the following:

- Good internet access
- Webcam
- A good quality built-in microphone or external head-set

Our school will do its best to ensure the sound quality is consistently good, however this is partly dependent on the quality of your broadband connection and audio.

When you first enroll, you will be sent an email confirming your enrollment and containing instructions for joining and participating in the class.

On-line etiquette

We want everyone to enjoy the experience of participating in the online classes. To make the most of it, we ask you to take note of the following:

- When attending the class, please be fully present and with your camera switched on. As in a real classroom, activities such as moving around the room or checking your phone while the class is in progress can be distracting for the other participants.

- We appreciate that from time to time you may need to join a class when you are away from home. The same idea applies however – it can be disruptive for others if you are attempting to tune in via mobile phone on the move, or from a café or other public space, or if you arrive late.
- Remember that everyone can see you – and your backdrop!
- A laptop or PC is preferable, although it is possible to use a tablet. Using a mobile phone is not desirable, not least because it will be extremely difficult for you to see the slides and charts being presented in class.
- Please ensure you click the link to enter the classroom 10 minutes before the class is due to start. This gives you time to settle down, adjust your camera and greet the others in the room before the class begins. The tutor will start the class on time, so you risk missing part of the class if you join late.
- Please let the tutor know in advance if you know you are unable to attend a class.
- The online classes are not recorded. However, you can catch up on missed material by reading the written material.

Course Material (Website)

Digital.

Theta Astrology Copyright – All Rights Reserved

The Theta Astrology Copyright material is made available to you on the understanding that it is for your own personal learning purposes only.

Some material you may be able to install in your hard-drive and you may print it out for your own use, but you may not reproduce or republish or pass on the material or any part of it to anybody else without our permission - Some materials are non-downloadable/ printable.

Classes

In case we are to record any course/ seminar/ workshop you are to be informed prior registration, our videos are not available for the student personal download, but for our company/website usage.

A course/ seminar/ workshop might be stored into a cloud system for a short period of 30 days after the course/ seminar/ workshop completion. Eventually, it will be deleted.

Homework

In order to maximize the time available in each online session, your tutor(s) will usually ask you to read certain articles from the course material and prepare a small amount of work for the following session.

Each online student is invited to participate actively in the sessions and the tutor(s) will ensure that you are given the time and opportunity to do this.

Charts

Your tutor may use notable or notorious people of history as well as historical events. The use of such material is not to be perceived as any sort of support to the moral values, practices, identifications, prejudices, attitudes, lack of inclusivity or deeds of the past or present, of any culture. The tutor may also employ technical astrological terms and pronouns that are in general and accepted usage within the astrological tradition or system practiced by the tutor. These clarification are made in full cognizance of contemporary race, gender, cultural and age sensitivities. This will be reflected in the selection, presentation and tone of the course or the seminar material. If a selected material as detailed above is relevant for the sessions is not respected, the student may be required to leave, in order to avoid the disruption of the learning

experience for other students. If this happens, the student in question will not be eligible for a refund of that course/ seminar.

It is usual for tutor(s) to display the natal charts of students when students are discussing parts of their chart - these charts will be displayed without the birth data. However, if you do not wish your chart to be shared with the class, please inform your tutor or our office before the classes start.

Working on Your Own Chart

Throughout the classes, you will often be required to work on your own birth chart. Partly this is for practical reasons – whenever you learn a new technique or idea, the process of applying it to your own chart can help you engage with the technique or idea more fully. As every student soon discovers, Astrology comes alive when you really see it working in your own chart.

Keeping an Astrological Journal

Remember: your journal is your own private space in which to record your thoughts and responses to the material you are studying.

Privacy and Protecting your Confidentiality

Your tutor will respect your privacy at all times, and any work you submit will be treated as strictly confidential between yourself and your tutor. The only exception to this rule is when the Head Tutor occasionally requests examples of the tutor's work for purposes of monitoring tuition standards. In such cases, any communication between yourself and your tutor will be kept confidential by the Head Tutor.

Additional Reading Resources

Books - The Reading List for each module suggests background reading for your course/ seminar/ workshop and we would strongly encourage you to do as much additional reading around each subject as time allows, since you will benefit from being able to draw on a wide range of material.

Taking your time

Studying Astrology can evoke changes in how we see life and experience the world and in our lives and for this reason it is important that students take their time with their studies and view study as a journey rather than a destination where we recognize that there are times where there is greater studying activity and other times of greater reflection or adjustment, both of which are of immense value. It is important that students take responsibility for managing themselves through this process.

General Websites

Astrological Association

<http://astrologicalassociation.com>

Skyscript:

www.skyscript.co.uk

A great source of articles and information. The contents will take you well beyond what you need to know at the Foundation level and there is generally an emphasis on 'traditional' forms of Astrology - There is plenty of material which you would find useful.

Astrodienst:

www.astro.com

A more general website with popular appeal.

You can cast free charts, and they offer advanced astro tools, tables and search engines.

Astro-Seek:

www.astro-seek.com

A more general website with popular appeal.

You can cast free charts, and they offer advanced astro tools, tables and search engines.

Astronomy:

<http://www.stellarium.org>

Other Outlets with an Online Book Ordering Service:

www.amazon.com

Feedback

Please, when you complete a course, fill in the course/ seminar/ workshop 'Feedback Sheet' and send to our office email.

***Policies**

- The student is required to be present everyday, (course/ seminar/ workshop which the duration ranges from 1 to 5 days).
- Course/ Seminar/ Workshop that last 10 or more days, the student is allowed to miss one (1) day. If 2 days are missed, the certificate will be held until the missed time is made up (private/ paid classes must be arranged to compensate the 2 days. Fee 200\$ USD per day, approx. 4 hours private class per day). Anyone missing more than (3) days will not qualify to graduate from the course/ seminar/ workshop, (no reimbursement whatsoever).
- Students must participate in all discussions and exercises.
- Be on time. Being continually late applies to being absent.
- Breaks are scheduled as 2 of 15 minutes and 1 of 30 minutes, for classes that last approx. 6 hours day.
- Breaks are scheduled as 1 of 5-10 minutes, for classes that last approx. 2 hours day.
- If you can not be consciously present due to substance abuse, then you will be asked to leave. Eventually, your enrollment is automatically cancelled, (no reimbursement whatsoever).
- We know that all of you are very talented, and represent many modalities, but please do not use the class time to try to teach your views. We focus on the philosophy related to the course/ seminar/ workshop you signed up for.
- Anyone not adhering to these rules must be asked to leave.

Cancellation

- If a student pays for the course/ seminar/ workshop and then changes his or her mind for any reason, a cancellation will be arranged and **the refund of any payment is provided unless the request is placed 3 days (72 hours) prior the commencement of the 1st class. No reimbursement is effectuated if not prior the period established.**

- When the request for cancellation is placed the administration of the course/ seminar/ workshop is to deduct 15% from the total price. The 15% is equivalent a deposit, (to cover administrative costs).
- The school reserves the right to cancel an online course/ seminar if it attracts an insufficient number of students. In this unusual event, our office will refund your fee in full.

Trademark Infringement Notice

We have registered, nationally and internationally, Theta Astrology with the United States Patent and Trademark Office (USPTO).

- No domain (website) or social media (profile, blog, page or group) can include our “Theta Astrology” trademark/ name.
- No office, school, institute, or association is allowed to use the Theta Astrology trademark/ name.
- You can promote services as a Theta Astrologer Practitioner - as long as you are certified by us.

Further details on our Policies, visit the Terms and Conditions page:

<https://thetaastrology.com/terms-and-conditions>