

Frequently Asked Questions

What is HRCE?

HRCE is the Hudson River Community Education program, which offers an enrichment curriculum for lifelong learning. Afternoon, evening and Saturday classes are offered. HRCE offers a variety of intellectually stimulating, recreational, and skill-enhancing courses and lectures. Subjects range from literature, history and music to computer use, crafts, fitness, cooking, dancing and many more.

The HRCE is supported solely by course fees and tax deductible gifts.

Who can attend the HRCE?

HRCE is open to all, regardless of where they live. Parental permission is required for participation by students under the age of 18. Participants are admitted without regard to race, gender, handicap and ethnic origin. Every effort will be made to accommodate people with special needs. Please let us know if you have any special needs.

Those who have not received a catalog in the mail may download it online at www.hrcewestchester.org or call (914) 693-1500, x3148.

How do I register for a class?

Our course offerings appear online by category. When you find something that interests you, you have the following options for registering:

ONLINE: To register online and pay by credit/debit card, please click on the online registration link at www.hrcewestchester.org and follow these step-by-step instructions:

1. Choose a semester from the dropdown and click Search to view programs and course options.
2. Click on course of interest (clicking on the blue class name will give you more detailed information).
3. Click Begin Registration. (*You will be prompted to sign in if you have not already done so. If you are a new participant you will need to click Create Your Account Now to create your personal account before proceeding.)
4. Select Student and click Register.
5. Search for more programs if desired.
6. To check out, click on Complete Registration on the right-hand side of the screen in the Pending Registrations box.
7. Review selections, agree to the Terms of Use and click Continue.
8. Select a saved credit card or click Add a New Card.
9. Fill in the requested information and click Submit.
10. Your receipt and registration confirmation will be emailed to you.

* If you have a username and passcode but have forgotten them, please click Forgot Your Password? in the Login box to request an email with your information.

BY MAIL: Print and complete a registration form, which can be found at the beginning of our catalog or online, and mail it along with a check or money order made payable to Dobbs Ferry UFSD – HRCE to:

Dobbs Ferry UFSD – HRCE
505 Broadway, Dobbs Ferry, NY 10522

IN PERSON: Registration in person is available at the Dobbs Ferry School District Business Office at least two days prior to the beginning of the first class.

Some courses fill up quickly. Occasionally, a course is canceled due to low registration. Early registration is appreciated. If you register by mail, you will receive notification if the course for which you have signed up is full. We can only reserve a space in a class once we receive full payment.

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Some courses have several sections; please use the name, start date, day of the week, and time to identify each course if registering by mail. This information is recorded automatically when registering online.

Registration confirmations will be sent via email.

A fee of \$25.00 will be charged for returned checks.

For questions regarding registration, please call us at (914) 693-1500, x3148 or e-mail us at HRCE@dfsd.org.

How can I suggest a course/become an instructor?

Suggestions for courses and lectures are always welcome. We are continually searching for talented and engaging individuals to teach classes. If you are interested in joining our team or suggesting a course, please submit a Course Proposal Form using the link on our website, www.hrcewestchester.org, or mail a Course Proposal Form to the address below using the downloadable form.

Dobbs Ferry UFSD – HRCE
505 Broadway, Dobbs Ferry, NY 10522

When are classes held?

Classes are held throughout the year, in the afternoons, evenings and on Saturdays. In each season, participants can choose from a multitude of classes, seminars, lectures and workshops. Some classes meet for several weeks, others only once.

The Spring 2019 program begins Monday, March 25, 2019 and the Summer 2019 program begins on Monday, June 24, 2019. Courses and single lectures have varying start dates throughout the terms.

There are no classes at any site on school-recognized holidays. Additionally, individual classes have scheduled days off; please refer to specific listings.

Where do classes meet?

Classes will meet at the Dobbs Ferry Middle/High School, 505 Broadway, Dobbs Ferry, NY 10522. Please enter the building through the Middle School main entrance. Staff will be available to direct you to your classroom.

Who are the instructors?

Outstanding instructors in all fields teach at HRCE. Every effort is made to find the best possible instructors for each course. Instructors are not permitted to use the classroom for personal gain, or to solicit clients or customers. HRCE is not responsible for any advice given within or beyond the classroom setting and course curriculum materials. While every effort is made to engage responsible instructors, HRCE assumes no responsibility for course content.

What is the refund and cancellation policy?

In the event your course is filled or canceled, we will refund your entire payment. Participants may request a refund at least 7 BUSINESS DAYS PRIOR TO THE FIRST CLASS MEETING; please note a \$15 processing fee will be deducted from the refund. No refunds will be granted, for any reason, at any other time.

Participants assume full responsibility for choosing the appropriate course level. If you are not sure which course level is suitable for you, please contact us by phone at (914) 693-1500, x3148 or e-mail at HRCE@dfsd.org.

A \$15 processing fee will be charged for transferring to another class. No refunds will be given for missed classes. There are no partial refunds or credits for any reason.

Are classes canceled in bad weather?

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There are no classes when the Dobbs Ferry public schools are closed. For updates on closings, please visit our website or call (914) 693-1500, x3148. We will reschedule canceled classes. Please be sure to accurately fill in your e-mail address and cell phone number on the registration form so that we may contact you in case of an emergency closing (other than bad weather).

How can I become a volunteer or advisory board member?

Newcomers are always welcome. A phone call or a note is all it takes.

You can call us at (914) 693-1500, x3148, e-mail HRCE@dfsd.org, or write to:
Dobbs Ferry UFSD – HRCE
505 Broadway, Dobbs Ferry, NY 10522

** HRCE does not assume any responsibility, either expressed or implied, for damage to or loss of personal property or injury on the premises or off-site. HRCE is not responsible for any advice or consultation given within or beyond the classroom setting and course curriculum material. HRCE reserves the right to cancel courses that are under-enrolled, to change times and locations where necessary, and to substitute instructors. HRCE does not discriminate on the basis of race, color, sex, handicap, or national or ethnic origin in the administration of its educational policies. **