Instructors and Course Coordinators,

We currently have 98 classes available for registration. This number is above average, compared with the last two years. Our overall number of enrollments is above average as well with approximately 1,220. I suspect we’ll end up with about 1500 enrollments by April, which exceeds anything we’ve recorded!

Here’s a few pieces of information you might find useful for Late February/ Early March.

1. Room numbers will be reflected on our website!
2. Keynote
3. Address for mailing Materials
4. Duplicate your materials soon
5. Tuition classes with low enrollment may be cancelled soon
6. Enrollment update with new SIGNATURE BLOCK feature
7. Review the location, dates and times of your class
8. Electronic Instructor Packets coming in March

1. **Room Numbers** are reflected on our website! Student packets and instructor packets will be sent early next week and will also have those room assignments reflected.

2. **Keynote:** All classes on Wednesday April 6th, please observe our special Wednesday class times! We’d like to give all students the chance to attend the keynote. Our Regional Forester, Leanne Marten, will be speaking. The special class times only apply to classes held on campus. Class times are as follows: Start= 0730, Lunch is from 11:30 - 1330, End 5:30. Free pizza will be provided at the Keynote in the Gallagher building! Here’s a link for more information about the Keynote. Everyone is invited and encouraged to attend! [http://www.umt.edu/sell/cps/nru/keynote.php](http://www.umt.edu/sell/cps/nru/keynote.php)

3. **Address for mailing materials:** All instructors from out of town, if you’d like to mail your materials to us, please send them to the following address. We’ll be sure to move the materials over to the course site before your class starts. Please notify me before you send your materials and let me know how many boxes to expect.

   Enrique Olivares  
   Federal Building  
   200 E. Broadway  
   Missoula, MT. 59802

4. **Duplicating:** Instructors, just a reminder to get your duplicating projects to Rory Rothell roryrothell@fs.fed.us as soon as possible to avoid overloading him. Non-agency instructors are required to duplicate their own materials. **Class materials (handouts, booklets etc.) are your responsibility, but our NRU team can certainly help if you or Rory are in need.**

5. Tuition classes with low enrollment (and a high cost per student) may be cancelled soon. Call or email to discuss options if this pertains to you! We plan on cancelling those classes by the end of February unless we’ve discussed alternatives with you.

6. **Enrollment Update:** Just a quick enrollment update for you! **Enrollment has exceeded February figures for the last 5 years. We currently have over 1200 enrollments, and I suspect we’ll have about 1500 enrollments by April.** Look over the current enrollment in your class and note that **there is now a signature block**! Feel free to print these updates before NRU and bring them to class for your students to sign in. We’ll also have sign in sheets available at our NRU office if you need replacements. The registration deadline does not mean employees can’t still enroll in classes from February 29 until NRU week, it just means that employees shouldn’t drop any tuition classes after this date (and if they drop a class with tuition after February 29, they are still liable for the tuition unless they find their own substitute or there is a waiting list for the class).
7. Please **review the location, dates and times** of your classes just to be safe! Let us know if anything looks strange, and we’ll be sure to change it. We can also let you know if your room will be open and available before your class begins, allowing you more setup time!

8. I’m planning to post **instructor packets** on this NRU Webpage: [http://www.umt.edu/sell/cps/nru/instructormaterials.php](http://www.umt.edu/sell/cps/nru/instructormaterials.php) More detailed instructor packets will be posted on this site at a later date so please check back regularly. Please let us know if you’d prefer to have your instructor packet sent hard-copy. That would not be a problem! Your packet will include room numbers, maps, parking passes, evacuation procedures, sign-in sheets, etc.

Feel free to call or email anytime with any questions!

Sincerely, NRU team

Enrique Olivares                          Kurt Rohrbach                          Stevie Fehrs
Manager                                   Deputy Manager                         Database Manager
[eolivares@fs.fed.us](mailto:eolivares@fs.fed.us)  [kurtrohrbach@fs.fed.us](mailto:kurtrohrbach@fs.fed.us)  [sfehrs@fs.fed.us](mailto:sfehrs@fs.fed.us)
406 329 3203