

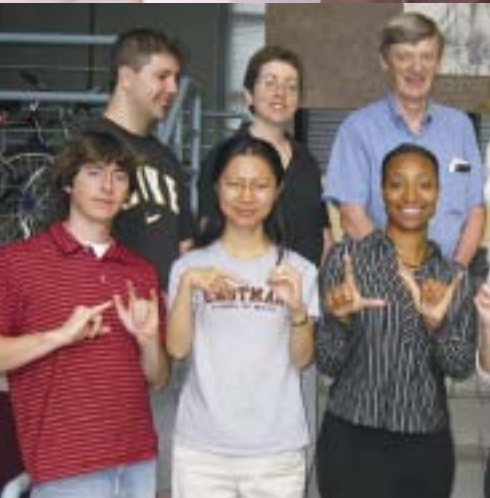
LAGUARDIA COMMUNITY COLLEGE

Continuing Education • WINTER 2008 CATALOG



EXPLORE

A WORLD OF OPPORTUNITIES



Program for Deaf Adults

Academic Studies - English Literacy Program
 Individual Instruction
 Academic Studies - Math Literacy Program
 Continuing Education
 Computer Skills
 American Sign Language
 Baby Fingers - Mommy & Me
 Interpreter Education Projects



Program for Deaf Adults

The Program for Deaf Adults has provided the largest, most comprehensive model post-secondary program for deaf and hard of hearing students in the New York City area. Course areas offered under Continuing Education include Academic Studies for Deaf Adults, GED Preparation, Individual Instruction, Computer Skills Training, Driver's (Learner's Permit) Education for Deaf Adults, American Sign Language, Mommy & Me classes, and much more. Individuals receiving Public Assistance or Social Security Income may be eligible for a 50% waiver but only after instructor fees are met. This does not include Driver's (Learner's Permit) Education for Deaf Adults, Intensive Study in ASL and Individual Instruction.

Academic Studies for Deaf Adults (ASDA) English Literacy Program

Academic Studies for Deaf Adults (ASDA) English Literacy Program is designed for all Deaf and Hard-of-Hearing students who communicate in American Sign Language and desire to improve their English literacy in order to effectively communicate with their superiors and colleagues in the employment setting. All levels of reading and writing classes have access to sophisticated instructional technology, including computer labs and Smart classrooms. The program includes five different levels of English classes and requires testing for reading, writing and computer skills prior to registration for appropriate placement.

As a continuing education student, you may also have access to a self-contained academic class in writing and reading if you have college level English literacy skills. Course grades are determined by attendance, participation, grades on quizzes, homework assignments and a final exam.

- Basic Skills in Writing - offered in fall and spring quarters
- Basic Skills in Reading - offered in fall and spring quarters
- ASDA Level I: Intensive Beginning American Sign Language for Deaf and Hard-of-Hearing New Readers and Writers
- ASDA Level II - Reading
- ASDA Level II - Writing
- ASDA Level III - Reading
- ASDA Level III - Writing
- ASDA Level IV - Reading
- ASDA Level IV - Writing
- ASDA Level V - College Prep

ASDA Level 1: Intensive Beginning ASL for Deaf and Hard-of-Hearing New Readers and Writers

This course will prepare Deaf and Hard-of-Hearing students, new to American Sign Language and English, to interact in ASL and improve their English. You will use pictorial representations in books to help you understand, retell and respond to ideas in these books in ASL and written English. You will also develop communication skills to understand and be understood when signing about life situations, and to understand and express the content of 14 picture books through ASL and short written summaries or responses.

Tues, Wed & Thurs Jan 8 - Mar 18 (30 sessions/75hrs)
5:45 pm - 8:15 pm
\$620 A16RDW001A

ASDA Level II - Reading

This course will help Deaf adults who are new readers to read both fiction and non-fiction, discuss their understanding, write brief summaries and reactions, and answer questions about what they have read. You will also prepare a storybook to read "aloud" to the class. This course is for students who score below a 2 on the TABE.

(first day of class is Thursday, January 8)
Tues & Thurs Jan 10 - Mar 20 (20 sessions/50hrs)
5:45 pm - 8:15 pm \$450 A16RDG002A

ASDA Level II - Writing

This course will help Deaf adults who are new writers to write approximately ten short compositions about picture stories, themselves and other people. You will learn how to place words and phrases into their proper position in an English sentence, correct the sentences, and type them into paragraph form. At mid-term, you will write personal diary entries using the past tense. Co-requisite: Keyboarding & Telecommunication Skills unless waived.

Wed Jan 16 - Mar 19 (10 sessions/25hrs)
5:45 pm - 8:15 pm \$225 A16WRT002A

ASDA Level III - Reading

This course will help advanced beginner Deaf adult readers to read both fiction and non-fiction; discuss their understanding; write summaries and reactions; and answer questions about what they have read. You will also learn how to use a dictionary to select appropriate definitions of words. This course is for students who score between a 2 and 3 on the TABE.

Tues & Thurs Jan 10 - Mar 20 (20 sessions/25hrs)
5:45 pm - 7:00 pm \$225 A16RDG003A

ASDA Level III - Writing

This writing course will help advanced beginner Deaf adult writers to further develop fluency, clarity and correctness through participation in the writing process and explicit grammatical instruction. You will write and revise 3 short personal essays. In addition, you will learn how to place words and phrases from model essays into their correct position on grammar worksheets. You will also begin to use correction symbols to correct your own mistakes. Co-requisite: Introduction to Personal Computers & Basic Word Processing unless waived.

Tues & Thurs Jan 10 - Mar 20 (20 sessions/25hrs)
7:15 pm - 8:30 pm \$225 A16WRT003A

ASDA Level IV - Reading

This course will prepare Deaf adults to read one full-length work of fiction, as well as short stories and non-fiction pieces, in order to improve their reading fluency and comprehension. You will discuss your understanding, write summaries and reactions, and answer questions about what you read. You will also learn how to use a dictionary to select appropriate definitions of words. This course is for students who score between 3 and 4 on the TABE.

Wed Jan 16 - Mar 19 (10 sessions/30hrs)
5:45 pm - 8:45 pm \$250 A16RDG004A

ASDA Level IV - Writing

This writing course will give Deaf adults opportunities to make personal connections with the fiction and/or nonfiction they are reading by writing 3 short essays, using the writing process approach. In addition, you will analyze English grammar through an X-Word Grammar approach and see the application of grammar in model essays and your own essays. This course is linked to the ASDA Level IV reading course. Co-requisite: Introduction to Personal Computers & Basic Word Processing unless waived.

Tues & Thurs Jan 10 - Mar 20 (20 sessions/60hrs)
5:45 pm - 8:45 pm \$500 A16WRT004A

ASDA Level V - College Prep - Reading and Writing

This course will prepare Deaf adults for college-level reading and writing. You will learn how to write 3 essays that use readings to prove a thesis. Readings will be drawn from short stories, articles and/or novels. You will learn to edit your essays through the application of X-Word grammatical structures. Course grades will be determined by attendance, response to peer writing, grades on reading and grammar quizzes, and overall improvement in essay quality. Co-requisite: Introduction to Personal Computers & Basic Word Processing unless waived.

Tues & Thurs Jan 10 - Mar 20 (20 sessions/50hrs)
5:45 pm - 8:15 pm \$450 A16RDW005A

704

Last year 704 students enrolled in the Program for Deaf Adults.

Individual Instruction

One-to-one instructions are provided to Deaf, Deaf-Blind, Hard of Hearing, and late deafened adults to assist them in all educational needs, such as Regent's Competency Exam Preparation, GED Exam Preparation, ASL for Deaf International Students, Specific Academic Needs, and American Citizenship Preparation. These one-to-one sessions can be scheduled at any time, depending on the teacher's availability. An interview and diagnostic assessment of needs and goals might be performed. A special individualized program can be created for you and offered in 6, 12 and 18 2-hour sessions.

Individual Instruction (I) - 2 Hours

You will receive 2 hours of diagnostic assessment. (1 session/2hrs) \$80 A16PDV001A

Individual Instruction (II) - 12 Hours

You will receive 6 two-hour sessions of one-to-one instruction. (6 sessions/12hrs) \$800 A16PDV002A

Individual Instruction (III) - 24 Hours

You will receive 12 two-hour sessions of one-to-one instruction. (12 sessions/24hrs) \$1600 A16PDV003A

Individual Instruction (IV) - 36 Hours

You will receive 18 two-hour sessions of one-to-one instruction. (18 sessions/36hrs) \$2400 A16PDV004A

Academic Studies for Deaf Adults (ASDA) Math Literacy Program

The ASDA Math program offers 7 different levels of math classes for students who are preparing to take the math component of the GED. Math III - V Levels range from basic arithmetic to division of fractions, percents, introduction to probability, measurement, algebra and geometry. These courses are also designed so that you can practice your computational skills using a variety of mathematical problems that can be applied in the work world. The program requires placement testing prior to registration for an appropriate level. Course grades are determined by attendance, participation, grades on quizzes, homework assignments, and a final exam.

- ASDA Level III - Math A & B
- ASDA Level IV - Math A & B
- ASDA Level V - Math A, B & C

ASDA Level III Math A

ASDA Level III Math A, the first in a series of 2 basic math courses, focuses on addition and subtraction of whole numbers and word problems.

Mon Jan 7 - Mar 24 (10 sessions/25hrs)
5:45 pm - 8:15 pm \$225 A16MAT003A

ASDA Level III Math B

ASDA Level III Math B, the second in a series of 2 basic math courses, focuses on multiplication and division of whole numbers and word problems.

Mon Jan 7 - Mar 24 (10 sessions/25hrs)
5:45 pm - 8:15 pm \$225 A16MAT003B

ASDA Level IV Math A

ASDA Level IV Math A, the first in a series of 2 pre-GED math courses, focuses on decimals, fractions and word problems.

Mon Jan 7 - Mar 24 (10 sessions/25hrs)
5:45 pm - 8:15 pm \$225 A16MAT004A

ASDA Level IV Math B

ASDA IV Math B, the second in a series of 2 pre-GED math courses, focuses on division of fractions, percents, introduction to probability, measurement and word problems.

Mon Jan 7 - Mar 24 (10 sessions/25hrs)
5:45 pm - 8:15 pm \$225 A16MAT004B

ASDA Level V Math A

ASDA Level V Math A, the first in a series of 3 GED math courses, focuses on the mathematics of probability, ratio and proportion, percents, measurements, graphs and tables, and word problems.

Mon Jan 7 - Mar 24 (10 sessions/25hrs)
5:45 pm - 8:15 pm \$225 A16MAT005A

ASDA Level V Math B

ASDA Level V Math B, the second in a series of 3 GED math courses, focuses on graphs and tables, basics of algebra, geometry and word problems.

Mon Jan 7 - Mar 24 (10 sessions/25hrs)
5:45 pm - 8:15 pm \$225 A16MAT005B

ASDA V Math C

ASDA Level V Math C, the third in a series of 3 GED math courses, focuses on geometry, special topics in algebra and geometry, and word problems.

Mon Jan 7 - Mar 24 (10 sessions/25hrs)
5:45 pm - 8:15 pm \$225 A16MAT005C



Continuing Education Program for Deaf Adults

This program is offered to Deaf students who wish to have an opportunity for vocational training and personal enrichment.

Driver (Learner's Permit) Education for Deaf Adults

Are you a Deaf adult who wishes to pass the Department of Motor Vehicles written examination? Take this course to help you study for a learner's permit. The instructors will make arrangements for you to take the examination with an ASL interpreter. You must be 17 or older and must possess a social security card.

Tue Jan 22 - Mar 18 (8 sessions/24hrs)
4:30 pm - 7:30 pm \$225 A16DRV001A

Job Readiness Skills for Deaf Adults

Develop the skills and strategies needed to secure a job. You will learn to perform a self-assessment of your personal skills; develop a resume and cover letter; and promote yourself through employment searches, interviews, and networking in a competitive job market. You will also learn about job accommodations under Title I of Americans with Disabilities Act and will have access to LaGuardia's Workforce1 Career Center for services, including job placement.

Mon & Wed Jan 14 - Mar 26 (20 sessions/30hrs)
3:30 pm - 5:00 pm \$375 A16CRD001A

Computer Skills Program for Deaf Adults

Computer Skills Program for Deaf Adults is offered to Deaf students who wish to have an opportunity for vocational training and personal enrichment. It includes 4 sequential courses, and focuses on the development of skills necessary for effective communication in both personal and professional settings. You will be able to build your typing speed, your knowledge of basic computer skills, and your word processing, web page design and computer maintenance skills.

- Keyboarding and Telecommunication Skills
- Introduction to Personal Computers and Basic Word Processing
- Webpage Design
- Computer Maintenance for Non-Technicians

Keyboarding and Telecommunication Skills

This course prepares Deaf people who communicate in American Sign Language to use a teletypewriter device (TTY), a videophone and a computer with Internet access. It includes computer-assisted instruction in basic keyboarding skills, improvement of speed typing, and the appropriate etiquette and techniques of using telecommunication. This course is a prerequisite for other computer-related and writing classes, and will help prepare you to communicate efficiently in the workplace.

Sat Jan 19 - Mar 15 (8 sessions/32hrs)
9:00 am - 1:00 pm \$275 A16OSK001A

Introduction to Personal Computers and Basic Word Processing

This course helps Deaf people who communicate in American Sign Language to become familiar with the use of a personal computer and basic word processing applications. You must type at least 20 words per minute and have good English skills. This class is a co-requisite for all computer skills and ASDA Level 3 - 5 writing classes. It will help you in finding a job, or to advance in your current job.

Sat Jan 19 - Mar 15 (8 sessions/18hrs)
10:00 am - 12:15 pm \$175 A16OSK002A

Web Page Design for Deaf Adults

This course provides Deaf people who communicate in American Sign Language with the capability to create their own web pages. You will learn how to build your web pages by using templates, such as Microsoft FrontPage, and by using a text-editor program. You will also learn the source language, HTML. This course will enhance your employment prospects and open up new career opportunities. To be eligible, you must type at least 20 words per minute. Prerequisite: Introduction to Personal Computers and Basic Word Processing or equivalent.

Mon Jan 28 - Mar 24 (8 sessions/24hrs)
5:45 pm - 8:45 pm \$225 A16CMP003A

Computer Maintenance for Deaf Non-Technicians

This user-friendly course helps the Deaf non-technician deal with common problems with his/her own PC. You will learn the vocabulary needed to interact with technical support people. The instructor will also be available to discuss specific problems you may have with your computer at home or the office. Prerequisite: Introduction to Personal Computers and Basic Word Processing or equivalent experience.

Wed Feb 13 - Mar 5 (4 sessions/12hrs)
5:45 pm - 8:45 pm \$175 A16CMP002A

203

203 Deaf and Hard of Hearing students improved their reading, writing and math in Academic Studies and Continuing Education Programs for Deaf Adults.



American Sign Language

The American Sign Language Program involves a five-course sequence focusing on communication with Deaf individuals. Using the Vista Signing Naturally Curriculum, you will learn to improve your receptive and expressive ASL and fingerspelling skills. You will also acquire sign vocabulary, learn about Deaf Culture, and practice ASL grammar, including structure development and related facial/gestural expressions and conversational behaviors. You will have access to a state-of-the-art ASL Language Lab.

If you have already started your sign language education, you will be screened for appropriate level placement. You will also have an opportunity to enhance your skills in four different ASL workshops; continue your learning in Intensive Study in ASL Levels 2-4; progress into a pre-interpreting program by taking Advanced ASL Levels I and II; and ultimately enroll in a two-year ASL/English Interpretation Program at LaGuardia.

Visit www.LaGuardia.edu/asl for more information.

- Introduction to American Sign Language Workshop (ASL)
- ASL Level 1: Vista Signing Naturally, Units # 1-3
- ASL Level 2: Vista Signing Naturally, Units # 4-6
- ASL Level 3: Vista Signing Naturally, Units # 7-9
- ASL Level 4: Vista Signing Naturally, Units # 10-12
- ASL Level 5: Vista Signing Naturally, Units # 13-15
- ASL Fingerspelling Workshop
- ASL Storytelling Workshop
- ASL Classifier & Facial Expression Workshop
- The Deaf Way Workshop

Introduction to American Sign Language Workshop

Interested in learning American Sign Language? Find out how to become a fluent communicator or make a career from your ASL skills as a signer. This free introductory workshop includes a visit to the state-of-the-art ASL Language Lab! If you are registering for any ASL classes in Program for Deaf Adults, it is strongly recommended that you attend this workshop, which introduces our teaching philosophy of ASL and Deaf Culture. No need to register or make a reservation; just walk in for the workshop.

Tue Jan 15 (1 session/1.5hrs) 5:45 pm - 7:15 pm
FREE A16ASL000A



American Sign Language Levels 1 - 5 (ASL 1 - 5) Sat. Section

American Sign Language (ASL) Levels 1 - 5 focus on communication with Deaf individuals. In this five-course sequence you will cover basic receptive and expressive ASL and fingerspelling skills; classroom activities and exercises at the state-of-the-art ASL Language Lab; basic sign vocabulary; ASL grammar, including structure development and related facial/gestural expressions, and simple conversational behaviors; and basic aspects of Deaf Culture.

Sat Jan 19 - Mar 15 (8 sessions/24hrs) 9:15 am - 12:15 pm \$260 A16ASL001A - A16ASL005A

American Sign Language, Levels 1 & 2 (Wed. section)

American Sign Language (ASL) Levels 1 & 2 focus on communication with Deaf individuals. In this a part of five-course sequence you will cover basic receptive and expressive ASL and fingerspelling skills; classroom activities and exercise at the state-of-the-art ASL Language Lab; basic sign vocabulary; ASL grammar, including structure development and related facial/gestural expressions and simple conversational behaviors; and basic aspects of Deaf Culture. Please note that Levels 3, 4 and 5 are offered on Saturday mornings only.

Wed Jan 23 - Mar 12 (8 sessions/24hrs)
5:45 pm - 8:45 pm \$260 A16ASL001B

Intensive Study in American Sign Language Program

Intensive Study in American Sign Language Program's 3 courses, including in-class and lab components, are offered jointly with the college's Division of Human Services. These courses are designed for you if you wish to make rapid progress in developing ASL skills and to expand your multicultural sign vocabulary, but do not wish to earn academic credit. You will have access to the state-of-the-art ASL Language Lab. All continuing education students are required to be assessed through an intensive screening (fee is \$50, which is non-refundable and must be paid in advance).

Note: If you wish to earn academic credit for these courses, you must be admitted to the college for the fall or spring semester and are not required to be intensively screened. For more information, please contact Linda Gilberto, Acting Program Director, Division of Human Services, Room C-252, at (718) 482-2051, lindagi@lagcc.cuny.edu, or visit the website: www.lagcc.cuny.edu/nas/nas2h.htm.

- Intensive Study in ASL Level 2: offered in fall and winter
- Intensive Study in ASL Level 3: offered in fall and spring
- Intensive Study in ASL Level 4: offered in fall and spring

Intensive Screening

All continuing education students are required to be assessed through an intensive screening prior to registering for any of Intensive Study in ASL Levels 2, 3 and 4 classes. Call Amanda or Yakov at (718) 482-5324 or e-mail: YShifrin@lagcc.cuny.edu for an ASL screening appointment.

Dec 10 - Jan 7 (1 session/.30hrs) \$50 A16ASL010A

Intensive Study in American Sign Language - Level 2

This course is a continuation of American Sign Language I, with emphasis on vocabulary building in conjunction with appropriate use of the body and grammatical patterns.

Mon & Wed Jan 7 - Feb 13 (12 sessions/36hrs)
5:45 pm - 9:05 pm \$300 A16ASL012A

465

Last year 465 adult students learned American Sign Language.

Baby Fingers - Mommy & Me Sign Language Program

Baby Fingers Mommy & Me

Learn sign language through songs and musical play with other families. Whether you intend to incorporate sign language into your life long term, or simply during this pre-verbal/verbal development stage, watch in awe as your baby discovers the world of sign language. See the research come alive as music and sign language both aid in his/her development.

36

Last year 36 families took part in Mommy and Me - Baby Fingers classes.

FREE WORKSHOP

on Saturday, January 12, 10 - 11 am.
Call (718) 482-5324 for details and to reserve a seat.



Baby Fingers Mommy & Me Sign Language - Level One

This class is part one in a three-course sequence designed for newborns through 15 months. It covers "need based" vocabulary, such as "milk" and "apple."

Sat Jan 19 - Mar 15 (10 sessions/10hrs)
10:30 am - 11:30 am \$150 A16PEN001A

Baby Fingers Mommy & Me Sign Language - Level Two

This class is part two in a three-course sequence designed for young toddlers, one to two years of age. It teaches vocabulary that is "interest based," with review of the basic signs, such as animals, transportation, food and color signs.

Sat Jan 19 - Mar 15 (10 sessions/10hrs)
11:30 am - 12:30 pm \$150 A16PEN002A

Baby Fingers Mommy & Me Sign Language - Level Three

This class is part three in a three-course sequence designed for older toddlers, 16 months through three years of age. It focuses on combining words and signs, and developing more complex language through storytelling, games, songs and dramatic play.

Sat Jan 19 - Mar 15 (10 sessions/10hrs)
12:30 pm - 1:30 pm \$150 A16PEN003A

Interpreter Education Projects

Interpreter Education Projects include two programs:

1. The American Sign Language (ASL)-English Interpretation Program is a rigorous two-year academic curriculum, which incorporates national interpreter education standards recommended by the Conference of Interpreter Trainers (CIT). You can earn a BA degree or Professional Certificate in ASL-English Interpretation. This is a highly selective program. Applications are accepted once a year, in the spring before the academic year begins in September.

2. The Pre-Interpreting Program is for individuals who are preparing to enter the ASL-English Interpretation Program. You must be a serious ASL student who interacts regularly in the Deaf community and has studied ASL for at least 2 years. This mini-program includes: Advanced ASL I, Advanced ASL II, and Sociology of American Deaf Communities.

Interpreting II

This class will provide you with an introduction to theories of interpreting and translation. Through readings, class discussion, journal writing and hands-on translation practice, you will explore and apply these theories to your own translated works in both target languages: American Sign Language and English. Through readings and source materials that are multi-culturally generated, you will explore and investigate how culture, power relations and context can influence translations.

You will be introduced to text analysis, intra-and inter-lingual paraphrasing as a foundation for interpreting. You will translate increasingly expanding and complex units of material. And

you'll be introduced to and begin to apply the Gish model of interpreting as a platform for your translation work. Pre-requisites: Interpreting I.

Tue Jan 8 - Mar 25 (12 sessions/36hrs)
5:45 pm - 8:45 pm \$672 A16INT102A

Interpreting in Educational Settings

This course has been designed to explore the ramifications of interpreting in the educational setting in order to address service provision for mainstream students who are Deaf and hard of hearing. Topics within the scope of this course include history and laws that affect educational interpreting, cognitive and linguistic development (both first and second language acquisition), language in education, roles and skills of educational specialist, and the impact of classroom variables on accessibility and interpretability. You will have an opportunity to analyze a variety of real classroom environments. Guest speakers who have expertise in K-12 settings as interpreters and as service coordinators will be included as well. Sessions: 12 (3 hours each)

Tue Jan 8 - Mar 25 (12 sessions/36hrs)
5:45 pm - 8:45 pm \$672 A16INT108A

Interpreting Lab

Students in the ASL-English Interpretation program will be required to attend the Language/Interpreting Lab a minimum of 12.5 hours per trimester. Classroom instructors will work with the Lab Instructor on topics and presentations that will enhance your language fluency and allow you to practice interpretation in a guided and structured milieu. In addition to the required participation, you may attend the Lab as often as you choose to participate in scheduled lessons or to work individually.

Mon Jan 7 - Mar 17 (4 sessions/10hrs)
6:00 pm - 8:30 pm \$270 A16INT400A

Interpreting V

This hands-on course will provide further in-depth study and practice of ASL-English interpretation through the understanding and use of the simultaneous mode of interpreting. You will focus on both individual and team interpreting and work with selected teammates in two separate rotations. You will compare transliteration and interpretation and practice transliteration. You will review the business of interpretation and the settings in which interpreters work. Deaf individuals will be invited to class to participate as the "audience" for interpreting practice. You will continue to do self-analysis and hone your skills and independent learning techniques. Pre-requisite: Interpreting IV and Ethics and Decision-Making. Co-requisite: Interpreting V Internship.

Thurs Jan 3 - Mar 20 (12 sessions/36hrs)
5:45 pm - 8:45 pm \$672 A16INT109A

Language in Use

You will discuss a variety of language issues, both at the individual and societal levels, in this class. At the individual level, you will explore the ways language affects interactions between people-women and men, members of different racial and ethnic groups, people of differing social or economic status. At the societal level, you'll focus on the growth and spread of languages, multilingualism, language planning, and English as a world language.

Thurs Jan 3 - Mar 20 (12 sessions/36hrs)
5:45 pm - 8:45 pm \$672 A16INT103A

Getting to LaGuardia



BY SUBWAY

Via 7 Train: Get off at 33rd Street station. Walk two blocks westbound to Thomson Avenue and Van Dam Street.

Via E, V & R Trains: Get off at Queens Plaza Station and exit the station at Jackson Avenue and Queens Boulevard exit. Walk over the Queens Boulevard Bridge (over the Sunnyside train yards) until you reach the corner of Van Dam Street and Thomson Avenue.

Via G Train: Get off at Court Square Station (at the CitiCorp Building). Walk across the Thomson Avenue Bridge.

Via N & W Trains: At Queensboro Plaza station transfer to 7 Train (Local to Main Street) and get off at the 33rd Street station. Walk two blocks westbound to Thomson Avenue and Van Dam Street.

BY BUS

From Queens: Take the Q60 or Q32 to Queens Boulevard and Skillman Avenue. Walk one block west to corner of Van Dam Street and Thomson Avenue. OR Take Q39 to Thomson Avenue and Van Dam Street.
From Brooklyn: Take the B61 to the Citicorp Building in

Long Island City. Walk across the Thomson Avenue Bridge.

From Bronx: Take the QBx1 bus from Coop City to Main Street, Flushing. OR take the Q44 bus to Main Street Flushing. At Main Street, take the No. 7 Subway to the 33rd Street Station. Walk two blocks westbound to Thomson Avenue and Van Dam Street.

From Manhattan: Take the Q32 bus along Madison Avenue and across 59th Street. Get off at the intersection of Queens Boulevard and Skillman Avenue and walk one block to the intersection of Thomson Avenue and Van Dam Street.

BY CAR

The College Campus is located on Thomson Avenue between Van Dam Street and Skillman Avenue (Building E is located at the corner of Van Dam Street. Building M is located at the corner of 31st Street. Building C is located at the corner of Skillman Avenue. Building L is located on Van Dam Street at the corner of 47th Avenue).

How to Register

By phone: (718) 482-7244 with payment by MasterCard/Visa/Discover/American Express.
For English Language classes call (718) 482-5360.

By fax: (718) 609-2074 with payment by MasterCard/Visa/Discover/American Express.

In person: Main Building M141
Monday through Thursday 9 am-7 pm; Fridays 9am-4pm
Saturday 9am-1 pm

For most classes you may pay by check, major credit cards, money order, or cash.

Cash payments can be made at the Bursar's office (Main Building, MB55)

Monday and Tuesday	9:00am - 5:00pm
Wednesday and Thursday	9:00am - 7:00pm
Friday	9:00am - 4:30pm

The English Language Center, Taxi Program and the EMT Program do not take personal checks for program payment.

Tuition Fees and Discounts

A non-refundable registration fee of \$12 is required for all courses except the intensive English as a Second Language program, for which a \$25 registration fee is required.

LaGuardia Community College alumni, faculty and staff, senior citizens, and PA recipients may receive discounts for courses on a space available basis. Discounts become available three working days prior to start of the selected course. Call (718) 482-7244 for more information.

Some courses are exempt from discounts or waivers. These are coded ND after the tuition costs.

Classroom Assignments

Classroom assignments are posted outside the Registration Office, M141, Main Building, prior to the first day of class. College for Children posts room assignments outside MB04 and The English Language Center posts its classroom assignments outside C354.

Refund Information

Refunds (minus registration fee) are issued if a signed written request is received according to the following schedule:

100% if received 3 days prior to the first class.

50% if received prior to the second week of classes.

NO refunds for courses that meet for one or two sessions.

For courses \$299 and above or more than 50 hours of instructional time, the following schedule applies:

100% if received 3 business days prior to the first day of class

75% if received prior to completion of 10% of class hours.

50% if received prior to completion of 20% of class hours.

In all cases refunds are minus the registration fee. If you request a refund by mail, the postmark will serve as the date of the request or you can fax to (718) 609-2074. It takes approximately 4 to 6 weeks to process your refund.

Members of the military needing to withdraw from class at short notice will be considered on a case-by-case basis.

Financial Assistance

Many employers and/or unions provide tuition reimbursement or direct funding. Members of DC 37 or Local 1180 may apply for reimbursement on a per course basis. Call DC 37 at (212) 815-1663 or Local 1180 at (212) 966-5353 for details and courses.

Payment Plans & Loans

Students may apply for installment plans and loans through Academic Management Services (1-800) 635-0120 or online through www.tuitionpay.com, or through The Education Resources Institute (www.teri.org).

Materials

Tuition/registration fees do not include the cost of course materials to be used in classes/seminars.

College Policies

Equal Opportunity and Affirmative Action

LaGuardia Community College is an Equal Opportunity and Affirmative Action Institution. The College does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, transgender, genetic predisposition or carrier status, citizenship status, veteran or marital status in its student admissions, employment, access to programs, and administration of educational policies.

Course Cancellations

100% refund for courses cancelled by the college. The college reserves the right to cancel or withdraw courses from the catalog and to change course curricula and scheduling. The college also reserves the right to withdraw and substitute instructors.

TO REGISTER CALL (718) 482-7244

By fax send completed & signed registration form to (718) 609-2074
or visit our office, 31-10 Thomson Avenue, LIC, NY, Room M141 (main building)
Email: acereg@lagcc.cuny.edu • Web: www.laguardia.edu/ace



Adult & Continuing Education PROGRAM FOR DEAF ADULTS Registration Form



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EASY WAYS TO REGISTER!

1. BY PHONE:
(718)482-7244

with payment by MasterCard/
Visa/Discover/American Express

2. BY FAX:
(718)609-2074

with payment by
MasterCard/Visa/Discover/
American Express.

3. IN PERSON:
Main Building M141

Monday through Thursday
9am - 7pm
Fridays 9am - 4pm
Saturday 9am - 1pm

4. BY MAIL:

LaGuardia Community College
ACE Registration, Room M-141
31-10 Thomson Ave
Long Island City, NY 11101

Check which category describes you best:

- Black non Hispanic
- White non Hispanic
- Hispanic
- Asian-Pacific Islander
- American Indian/Native Alaskan

- Deaf
- D/B or HOH

Disability _____

How did you hear about us?

- Through our website
- Received ACE catalog in the mail
- Through friend or neighbor
- Through newspaper
- Other

SOCIAL SECURITY NUMBER _____ DATE OF BIRTH (Required) _____

LAST NAME _____ MALE/FEMALE _____

FIRST NAME _____ MIDDLE _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

(_____) _____ TTY/VP (_____) _____
HOME TEL (Required) BUSINESS TEL (Required) E-MAIL/Pager (Optional)

- Fall** **Winter** **Spring** **Summer**

- Please, circle one below**
- * American Express * Master Card
 - * Discover * Visa Charge
 - * Check & Money Order/Payable to:
LaGuardia Community College

COURSE CODE	SEC	COURSE TITLE	COST
		Add: Registration Fee	\$12
		Total	

ACCOUNT NO. _____

Exp. Date (Month / Year) _____

Name of card holder if different from registration _____

X _____
Signature Date