ASL-English Interpretation Program

The American Sign Language (ASL)-English Interpretation Program is a rigorous 2-year academic curriculum that incorporates national interpreter education standards recommended by the Commission on Collegiate Interpreter Education (CCIE). 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.

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.

These courses are eligible for Veterans Tuition Assistance. Students who have served in the military also qualify for many services through LaGuardia’s Veteran Services Office. Contact (718) 482-5386 or vets@lagcc.cuny.edu.

Advanced American Sign Language I
In Advanced ASL, you will dig deep into the realm of ASL. Advanced ASL is an intensive hands-on course that will foster your development in ASL skills. You will use the multimedia lab to reinforce your process of expressing ASL in various registers, such as narration, formal presentation and casual conversation. The course also covers basic ASL linguistics, cultural rules, and the Deaf community and its history.

Wed Jan 21 - Mar 25 (10 sessions/25 hours)
6:00 pm - 8:30 pm $439 A16INT001A

Interpreting in Educational Settings
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 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. Students will have opportunity to analyze a variety of real classroom environments. Guest speakers, with expertise in K/12 settings as interpreters and service coordinators, will also be included. Sessions: 12 (3 hours each) Pre-requisites: Interpreting IV, Ethics and Decision Making for Interpreters, or permission of instructor.
Instructor: Ummi Modeste

Tue Jan 6 - Mar 24 (12 sessions/36 hours)
5:45 pm - 8:45 pm $1045 A16INT108A

Interpreting in Educational Settings
In this course you will discuss a variety of language issues, both at the individual and societal levels. 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 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. Pre-requisite: Introduction to the Field of Interpreting.
Instructor: Dr. Christine Monikowski

Thurs Jan 8 - Mar 26 (12 sessions/36 hours)
5:45 pm - 8:45 pm $1045 A16INT103A

Language in Use
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. Pre-requisites: Interpreting I.
Instructor: Mary Darragh MacLean

Tue Jan 6 - Mar 24 (12 sessions/36 hours)
5:45 pm - 8:45 pm $1045 A16INT102A

Interpreting Lab
Students 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 students’ language fluency and allow them to practice interpretation in a guided and structured milieu. In addition to the required participation, they may attend the Lab as often as they choose, to participate in scheduled lessons or to work individually.
Instructor: David Rivera

Tue Jan 6 - Mar 24 (12 sessions/36 hours)
5:45 pm - 8:45 pm $1045 A16INT102A

Service Learning II
Gain additional field experience by providing service in community-based organizations that require the use of American Sign Language (ASL). You will have new opportunities to acquire knowledge and develop skills while being of assistance to the Deaf Community. Seminar sessions foster reflective, critical and creative thinking in relation to your field experience. Prerequisites: Service Learning I and Introduction to the Field of Interpreting.
Instructor: David Rivera

Mon Jan 5 - Mar 23 (4 sessions/10 hours)
5:45 pm - 8:15 pm $239 A16INT551A

To visit our Facebook page, click on QR code

Phone: (718)482-7244 • E-Mail: acereg@lagcc.cuny.edu • www.laguardia.edu/acereg/
Which LaGuardia High School Equivalency Program is Right for You?

LaGuardia Community College offers many programs to serve the needs of students who have not finished high school, including out-of-school youth, adults, Veterans, and the Deaf and Hearing Impaired.

**IMPORTANT NOTE:** As of January 1, 2014, New York State is offering a new high school equivalency test called the Test Assessing Secondary Completion (TASC), which has replaced the test formerly known as the G.E.D. exam. **If you have already passed some but not all of the G.E.D. tests, your scores may be counted until 2016.**

(F) = Free  ($) = Tuition

I want to start the high school equivalency program in English during the daytime, evening, or on Saturday. ($)

Call: (718) 482-5385  
Email: adultbasicskills@lagcc.cuny.edu  
Visit: www.hselaguardia.org

Quiero tomar clases de equivalencia del bachillerato en Español por la noche o los sábados. ($)  
Call: (718) 482-5385  
Email: adultbasicskills@lagcc.cuny.edu  
Visit: www.hselaguardia.org

I am an adult (19 or older) seeking a free high school equivalency program in English. I might also be interested in going to college or starting a new career in health, science or business. (F)

Visit: www.hselaguardia.org and www.laguardia.edu/pcap  
Call: (718) 482-5385  
Email: pcap@lagcc.cuny.edu  
Register: www.hselaguardia.org

I am a Veteran and want to earn my high school equivalency diploma. (F)

Veterans Upward Bound Program  
Room C-371  
Visit: www.laguardia.edu/veterans/  
Contact: Vicki Bello  
Call: (718) 482-5386  
Email: vets@lagcc.cuny.edu or vbello@lagcc.cuny.edu

I am an out-of-school youth between the ages of 17-1/2 and 20 and want to earn my high school equivalency diploma. (F)

Workforce Education Center  
Room C-314  
Contact: Winifred Miller  
Call: (718) 482-5340  
Email: wfrancis@lagcc.cuny.edu

I have already taken classes and just want to take the high school equivalency exam. (F)

New York State Education Department  
Visit: www.acces.nysed.gov/ged/nys_map/counties.html for info on open test centers and the TASC.

I have already attended LaGuardia classes and earned my high school equivalency diploma. How do I continue my education at LaGuardia Community College? (F)

ACE Advisement  
Contact: Edith Diaz  
Call: (718) 482-5355  
Email: ACEAdvisement@lagcc.cuny.edu

Did You Know?  
LaGuardia Community College is an official High School Equivalency Testing Center
Adult Basic Education for Deaf Adults

TABE Reading & Writing and/or Math Placement Exam
Call (917) 832-1138 VP for an appointment. You must take a TABE reading and writing and/or math pre placement test to register for our English and Math Literacy or High School Equivalency (formerly G.E.D.) courses. ND
Mon, Tues, Wed & Thurs Jan 5 - Mar 31 (1 session/4 hours)
$15 A16TAB000A
Mon, Tues, Wed & Thurs Jan 5 - Mar 31 (1 session/4 hours)
$15 A16TAB000B

Beginning ASL and English for Deaf Adults
SPRING 2015
Mon & Wed Apr 20 - Jun 29 (18 sessions/45 hours) 5:45 pm - 8:00 pm $429 A16RDW001A

Beginning Basic Education Level 1 for Deaf Adults
SPRING 2015
Mon & Wed Apr 6 - Jun 29 (22 sessions/66 hours) 5:45 pm - 9:05 pm $235 A16HSE001A

Beginning Basic Education Level 2 for Deaf Adults
SPRING 2015
Mon & Wed Apr 6 - Jun 29 (22 sessions/66 hours) 5:45 pm - 7:55 pm $429 A16RDW003A

Classes For Deaf Adults

Elementary Algebra (Dual Access)
Advance your math skills in preparation for the High School Equivalency (formerly G.E.D.) exam and/or college entry. Learn how to apply graphing, systems of linear equations, functional concepts, rules of exponents, factoring, polynomial algebra, rational expressions, complex fractions, radical expressions and the quadratic formula. This course is offered jointly with the college’s Mathematics Department. For more information contact Pacts Cartagna at pcarlson@lagcc.cuny.edu. Prerequisite: Introduction to Algebra (A16MAT095) or eligibility as determined by math placement test. Instructor: Roy Siskind
Mon, Wed & Thurs Mar 4 - Jun 21 (48 sessions/72 hours)
4:35 pm - 6:45 pm $199 A16MAT096A

Basic Skills in Reading (Dual Access)
Gear up your skills in preparation for college entry. You will read a combination of narrative and expository prose, summarize your readings, and answer comprehension questions about the content read. This course is offered through the college’s Academic Affairs Division. Please contact Kim Lucas, Academic Counselor, for an appointment at (917) 832-1203 Voice/VP or email: KIMLUC@lagcc.cuny.edu. Prerequisite: High school or equivalency diploma. Instructor: Sue Livingston
Mon, Tues, Wed, Thurs (9:15 am - 10:15 am) & Thurs (3:25 pm - 4:25 pm)
Mar 4 - Jun 21 (60 sessions/60 hours) $535 A16RDG005A

Basic Skills in Writing (Dual Access)
Gear up your skills in preparation for college entry. You will write 10 essays, most based on course readings. X-Word grammar will be taught and applied to all essays. This course is offered through the college’s Academic Affairs Division. Please contact Kim Lucas, Academic Counselor, for an appointment at (917) 832-1203 Voice/VP, or email KIMLUC@lagcc.cuny.edu. Prerequisite: High school or equivalency diploma. Instructor: Sue Livingston
Mon, Tues, Wed & Thurs Jan 5 - Mar 31 (3 sessions/15 hours)
4:35 pm - 6:45 pm $15 A16WRT000A
Mon, Tues, Wed & Thurs Jan 5 - Mar 31 (3 sessions/15 hours)
4:35 pm - 6:45 pm $15 A16WRT000B

High School Equivalency for Deaf Adults

Come to information and assessment sessions in room C203. You will take a reading pre-placement test. If you qualify, you must then take the five High School Equivalency (formerly G.E.D.) predictor tests. If you've taken the G.E.D. exam before, please bring your old scores.

High School Equivalency Placement Exam
To reserve a seat for the placement test, contact Pacts Cartagna at (917) 832-1202 Voice/VP or pcarlson@lagcc.cuny.edu. ND
Mon, Tues, Wed & Thurs Jan 5 - Mar 31 (3 sessions/15 hours)
$45 A16HSE000A

Pre-High School Equivalency Reading/Writing for Deaf Adults
Improve your reading and writing skills in order to enter High School Equivalency (formerly G.E.D.) preparation classes. You will study High School Equivalency subject content areas while focusing on reading comprehension and effective written communication. This course is for students at the 7th grade reading level. ND

Pre-High School Equivalency Reading/Writing for Deaf Adults
SPRING 2015
Tues & Thurs Apr 7 - Jun 25 (22 sessions/66 hours)
5:45 pm - 9:05 pm $235 A16HSE001A

Pre-High School Equivalency Math for Deaf Adults
Advance your math skills as you focus on the following areas of Pre-High School Equivalency (formerly Pre-G.E.D.) Mathematics: decimals, fractions, percents, introduction to probability, measurements, and word problems. ND

Pre-High School Equivalency Math for Deaf Adults
SPRING 2015
Mon & Wed Jan 5 - Apr 1 (22 sessions/66 hours)
5:45 pm - 9:05 pm $235 A16MAT014A

Pre-High School Equivalency Math for Deaf Adults
SPRING 2015
Mon & Wed Apr 6 - Jun 29 (22 sessions/66 hours)
5:45 pm - 9:05 pm $235 A16MAT014A

Pre-High School Equivalency Math for Deaf Adults
SPRING 2015
Tues & Thurs Apr 7 - Jun 25 (22 sessions/66 hours)
5:45 pm - 9:05 pm $235 A16MAT014A

High School Equivalency Math for Deaf Adults
Advance your math skills as you focus on the following areas of High School Equivalency (formerly G.E.D.) Mathematics: probability, ratio and proportion, percents, introduction to probability, measurements, and word problems. ND

High School Equivalency Math for Deaf Adults
SPRING 2015
Mon & Wed Apr 6 - Jun 29 (22 sessions/66 hours)
5:45 pm - 9:05 pm $235 A16MAT015A
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Learn American Sign Language

Program for Deaf Adults’ continuing education programs are the largest and most comprehensive in the New York City area. Our courses, taught in ASL, are designed for students who wish to improve their academic, language and/or life enrichment skills.

For more information, including course descriptions, visit http://ace.laguardia.edu/pda. For the most current listing of all courses and schedules, visit http://www.lagcc.cuny.edu/ace. For questions or to schedule an appointment for an assessment or placement test, contact Pacts Cartagna at (917) 832-1202 Voice/VP or pcarlson@lagcc.cuny.edu.

Intensive Study in American Sign Language Program

The Division of Adult and Continuing Education's Intensive Study in American Sign Language (ASL) Program is a 6-course series focusing on communication with Deaf individuals. These courses are designed for those who wish to make rapid progress in developing ASL skills and expand their multicultural sign vocabulary but do not wish to earn academic credit.

Using the Master ASL Curriculum, you will develop vocabulary, conversational competence and grammatical knowledge through a total immersion approach that includes classroom conversation, visual language lab activities and online exercises.

You will be expected to expand your interaction with the local Deaf community to enhance your linguistic skills and cultural knowledge.

Classes are offered days, evenings and weekends through the Program for Deaf Adults or in conjunction with the Education and Language Acquisition Department. High school or equivalency diploma required. If you have already started your sign language education, you are required to be pre-screened for appropriate level placement.

To schedule an appointment contact Pacts Cartagna at (917) 832-1202. ND

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 screened. For more information about ASL classes for credit, contact the Education and Language Acquisition Department, Room B-234, at (718) 482-5640. This program is not designed to train students as interpreters for the Deaf. For more information on our ASL-English Interpretation Program visit http://www.laguardia.edu/aeip.

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 by attending our FREE introductory workshop. If you are registering for an ASL class in Program for Deaf Adults for the first time, it is strongly recommended that you attend this workshop, which introduces our teaching philosophy of ASL and Deaf Culture. You must register for this workshop; visit http://www.laguardia.edu/ace/registration.aspx.

Wed Mar 4 (1 session/1.5 hours)
5:45 pm - 7:15 pm A16ASL000A

Intensive Study in ASL - 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 (917) 832-1202 Voice/VP or email pcarlson@lagcc.cuny.edu for an ASL screening appointment. ND

Mon, Tues, Wed & Thurs Jan 5 - Mar 31 (1 session/1 hours)
$55 A16ASL010A

Intensive Study in American Sign Language - Level 1

You will be introduced to the fundamentals of American Sign Language as used by the Deaf community, including vocabulary, syntax, grammar, semantics, language in use, and basic information on Deaf Culture. You will focus on developing language and communication skills.

Sat Jan 3 - Mar 28 (22 sessions/46 hours)
9:00 am - 1:00 pm $359 A16ASL011A
Mon & Wed Jan 5 - Apr 1 (34 sessions/46 hours)
5:45 pm - 7:55 pm $359 A16ASL011B

Intensive Study in American Sign Language - Level 2

Building on the foundations of ASL Level 1, you will focus on American Sign Language as used by the Deaf community, including vocabulary, syntax, grammar, semantics, language in use and Deaf cultural values. Prerequisite: Intensive Study in ASL Level 1 or pre-screening.

Sat Jan 3 - Mar 28 (22 sessions/46 hours)
9:00 am - 1:00 pm $359 A16ASL012A
Mon & Wed Jan 5 - Apr 1 (34 sessions/46 hours)
5:45 pm - 7:55 pm $359 A16ASL012B

Intensive Study in American Sign Language - Level 3

Further enhance your ASL skills in a variety of discourse and narrative settings. Topics include spatial organization, semantic awareness, complex use of ASL grammar and syntax, use of classifiers; and advanced and complex Deaf cultural information. Prerequisite: Intensive Study in ASL Level 2 or pre-screening.

Sat Jan 3 - Mar 28 (22 sessions/46 hours)
9:00 am - 1:00 pm $359 A16ASL013A
Tues & Thurs Jan 6 - Mar 31 (34 sessions/46 hours)
5:45 pm - 7:55 pm $359 A16ASL013B

Intensive Study in American Sign Language - Level 4

Further enhance your ASL skills in a variety of discourse and narrative settings. Topics include spatial organization, spatial visualization and mapping work; analysis of semantics; complex use of ASL grammar and syntax; use of classifiers; and advanced and complex Deaf cultural information. Prerequisite: Intensive Study in ASL Level 3 or pre-screening.

Sat Jan 3 - Mar 28 (22 sessions/46 hours)
9:00 am - 1:00 pm $359 A16ASL014A
Tues & Thurs Jan 6 - Mar 31 (34 sessions/46 hours)
5:45 pm - 7:55 pm $359 A16ASL014B
### Yakov Shifrin

*Deaf immigrant achieves success, with help from LaGuardia*

When people immigrate to a country, very often they must learn a new language. When Yakov Shifrin came to the United States from the Ukraine with his family in the 1990s, he had to learn two. Being Deaf, Russian Sign Language was his primary language, along with the spoken Russian language. But he realized that in order to succeed in his adopted country, he would have to learn American Sign Language (ASL) as well as English.

Mr. Shifrin followed the successful lead of his twin sister, also Deaf, who was already living in the US and had attended LaGuardia’s Program for Deaf Adults (PDA) and subsequently earned her Associates Degree at the college. He points out that PDA was the only place in the New York tri-state area that offered to Deaf students the variety and intensive level of courses needed to learn the languages and earn a college degree. After completing ASL and English literacy classes, he went on to complete an Associates Degree in Accounting at LaGuardia, taking advantage of the many services provided to Deaf students, including interpreters. During this time he also worked in PDA as an Academic Peer Instructor for Deaf students in accounting and was a tutor in math and business.

Eventually receiving a BBA Degree in Accounting at Baruch College/CUNY, over the past 17 years Mr. Shifrin has advanced within PDA to the role of fiscal monitor and manager. For the last five years, he has also taught basic skills in ASL, English, math and computers to Deaf adults at New York City College of Technology and LaGuardia.

Noting that the LaGuardia provides opportunities for immigrants to start a new life—something he and his sister experienced firsthand—he asserts, “My work and role are centered on paying it forward to the next generation and community.”

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### Dual Access Courses

#### Dual Access: Fingerspelling, Numbers and Glossing 1

Explore the fundamentals of ASL fingerspelling, numbers and glossing. You will focus on the development of ASL parameters, including hand shapes, orientation, location, movement and non-manual signals. Offered jointly with the Education and Language Acquisition Department. (Please note, Continuing Education students may not have access to Blackboard.) Prerequisite: Intensive Study in ASL Level 1 or pre-screening.

Tues & Thurs Jan 6 - Feb 26 (24 sessions/24 hours)
4:35 pm - 6:45 pm $119 A16ASL018A

#### Dual Access: Fingerspelling, Numbers and Glossing 2

Build on the foundations of ASL Fingerspelling, Numbering and Glossing Level 1. You will focus on the further development of ASL parameters, including hand shapes, orientation, location, movement and non-manual signs. Offered jointly with the Education and Language Acquisition Department. (Please note, Continuing Education students may not have access to Blackboard.) Prerequisite: ASL Fingerspellinghttp://ekstg.laguardia.edu/WorkArea/edit.aspx PDA.

Tues & Thurs Jan 6 - Feb 26 (24 sessions/36 hours)
4:35 pm - 7:55 pm $229 A16ASL019A

#### Dual Access: Intensive Study in American Sign Language - Level 1

You will be introduced to the fundamentals of American Sign Language as used by the Deaf community, including vocabulary, syntax, grammar, semantics and language in use as well as basic information on Deaf Culture. You will focus on developing language and communication skills.

Mon & Wed (5:45 pm - 9:05 pm) & Tues (5:45 pm - 7:55 pm) Jan 5 - Feb 25 (18 sessions/48 hours)
$359 A16ASL026A

#### Dual Access: Intensive Study in American Sign Language - Level 2

Building on the foundations of ASL Level 1, you will focus on American Sign Language as used by the Deaf community, including vocabulary, syntax, grammar, semantics, language in use and Deaf cultural values. Prerequisite: Intensive Study in ASL Level 1 or pre-screening.

Tues & Thurs Mar 5 - Jun 11 (36 sessions/48 hours)
3:25 pm - 5:35 pm $359 A16ASL015A

#### Dual Access: Intensive Study in American Sign Language - Level 3

Expand your ASL skills in a variety of discourse and narrative settings. Topics include spatial organization, semantic awareness, complex use of ASL grammar and syntax, use of classifiers; and advanced and complex Deaf cultural information. Prerequisite: Intensive Study in ASL Level 2 or pre-screening.

Mon (6:00 pm-7:30 pm) & Wed (6:00 pm-8:45 pm) Mar 4 - Jun 10 (36 sessions/48 hours)
$359 A16ASL016A

#### Dual Access: Intensive Study in American Sign Language - Level 4

Further enhance your ASL skills in a variety of discourse and narrative settings. Topics include spatial organization, spatial visualization and mapping work; analysis of semantics; complex use of ASL grammar and syntax; use of classifiers; and advanced and complex Deaf cultural information. Prerequisite: Intensive Study in ASL Level 3 or pre-screening.

Mon (7:30 pm-9:00 pm) & Wed (6:25 pm-9:00 pm) Mar 4 - Jun 10 (36 sessions/48 hours)
$359 A16ASL017A
Continuing Education Classes for Deaf Adults

This program is offered to Deaf students who wish to have an opportunity for vocational training and personal enrichment. Members of the signing community are welcomed. For questions or to schedule an appointment for an assessment or placement test, contact Pacts Cartagna at (917) 832-1202 Voice/VP or pcarlson@lagcc.cuny.edu. All courses are ND (no discount).

Driver (Learner's Permit) Education for Deaf Adults

Do you wish to pass the Department of Motor Vehicles written examination? Take this course to help you study for a learner’s permit. The instructor 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.

Instructor: Joel Goldfarb
Spring 2015
Tue Apr 7 - Jun 2 (8 sessions/21 hours)
4:35 pm - 7:15 pm $269 A16DRV001A

Individual Instruction for Deaf Adults

For Deaf, Deaf-Blind and Hard-of-Hearing adults, receive one-to-one instruction in all your educational and professional development needs, such as preparation for exams; ASL for Deaf International Students; specific academic, linguistic or career needs; and American Citizenship preparation. An interview and diagnostic assessment of needs and goals may be given.

A customized program with dates will be arranged upon full payment for each segment (2-hour, 4-hour, 6-hour, 12-hour and 24-hour courses). Individualized instruction on specific topics for Hearing adults is also offered, including preparation for the ASLTA Provisional Certificate and ASL language development. ND

For questions or to schedule an appointment for an assessment or placement test contact Pacts Cartagna at (917) 832-1202 Voice/VP or pcarlson@lagcc.cuny.edu.

Individual Instruction - 2 Hours

You will receive 2 hours of diagnostic assessment.

Mon, Tues, Wed & Thurs Jan 5 - Mar 31 (1 session/2 hours)
$149 A16PDV001A

Individual Instruction - 12 Hours

You will receive 6 two-hour sessions of one-to-one instruction.

Mon, Tues, Wed & Thurs Jan 5 - Mar 31 (6 sessions/12 hours)
$959 A16PDV002A

Individual Instruction - 24 Hours

You will receive 12 two-hour sessions of one-to-one instruction.

Mon, Tues, Wed & Thurs Jan 5 - Mar 31 (12 sessions/24 hours)
$1859 A16PDV003A
ACE Support Services

To inquire about disability services:

Please contact Serena Bowles at (718) 730-7501 to discuss your individual needs.

If you are Deaf or Hard-of-Hearing please contact Pacts Cartagna (917) 832-1202 (Video Phone).

Requests for accommodations must be accompanied by documentation of disability. Please submit requests and documentation four weeks in advance of class start date to ensure that reasonable accommodation requests can be processed in a timely manner.

For financial assistance to help pay for your education:

You may be eligible for tuition assistance or vouchers for many of our courses.

Find out if you qualify!

**New York State Educational Incentive Program** (EIP) may provide vouchers for qualified applicants who are registered child care providers. For more information: [http://www.earlychildhoodnyc.org/education/EIPcfm](http://www.earlychildhoodnyc.org/education/EIPcfm)

**Adult Career and Continuing Education Services-Vocational Rehabilitation** (ACCES-VR) offers access to a full range of services that may be needed by persons with disabilities. For more information: [www.vesid.nysed.gov](http://www.vesid.nysed.gov)

Vouchers are also accepted through the **GI Bill and the Department of Veterans Affairs**. For more information: [http://www.va.gov/](http://www.va.gov/)

Vouchers may be available through your employer. Contact the Human Resources, Personnel or Training Departments at your place of employment to receive information on vouchers for tuition reimbursement.

You can also inquire about other opportunities for tuition assistance and vouchers at the NYS Department of Labor, NYC Human Resources Administration, Workforce1 Career Centers and other government assistance programs as well as with your union representative.

**Students Over 65**

Rediscover the joys of learning at LaGuardia!

Receive a 30% discount

For more information call (718) 482-5124.

**Individual Training Grants**

**Advance Your Career through Occupational Training**

Individual Training Grants (ITGs) allow you to receive specialized training to find a new job or advance in your career at a very low cost. For more information visit the Queens Workforce1 Career Center at 168-25 Jamaica Ave., 2nd Floor, Jamaica, NY 11432, (718) 557-6755.

**Get an education. Get a tax break.**

**Hope Scholarship Credit**

Since January 1, 1998, taxpayers have been eligible to claim a non-refundable credit against federal income taxes for EACH student in the taxpayer’s family enrolled at least half time in one of the first two years of post secondary education in a program leading to a degree, certificate or other recognized educational credential.

**Do you need education or training to help you get a job, or advance in or change your career?**

The **CUNY/Helena Rubinstein Continuing Education Scholarship Fund for Career Advancement** can assist with tuition and fees for continuing education programs in healthcare and other high demand fields.

For more information visit [http://www.cuny.edu/academics/conted/rubinstein.html](http://www.cuny.edu/academics/conted/rubinstein.html).
How to Register

Online:  www.laguardia.edu/acereg/
By phone:  (718) 482-7244
For English Language classes call  (718) 482-5360.
By fax:  (718) 609-2074
In person:  M-Building, Room M-143
Monday through Thursday  8:30 am - 6:30 pm
Friday  8:30 am - 3:30 pm
Saturday  8:30 am - 1:30 pm

Payment
Payment is required at time of registration. All unpaid registrations will be canceled one week before the start of class.
Payment can be made online, by phone, by fax, and in person in M-143 (see hours above) OR the Bursar's Office in C-110 (see hours below).
For most classes you may pay by check, major credit cards (MasterCard/Visa/Discover/American Express), money order or cash. Cash payments MUST be made in the Bursar's Office.
Bursar's Office (C Building, Room C-110)
Monday & Thursday  9:00am - 7:00 pm
Tuesday & Wednesday  9:00am - 5:00 pm
Friday  9:00am - 4:30 pm

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

Discounts
The Division of Adult & Continuing Education (ACE) offers discounts to the following groups: 30% tuition discount is offered to alumni association members, LaGuardia under-graduates, senior citizens (65+ years), faculty/staff and the families of faculty/staff. 30% tuition discount is offered to the children of undergraduates and to the children of faculty/staff. 50% tuition discount is offered to public assistance recipients. 50% (-$20 per course) if written request received prior to completion of 20% of class hours
50% (-$20 per course) if written request received prior to completion of 10% of class hours

To receive a tuition discount you must register in person no more than three working days prior to the start of the selected course and show appropriate ID. All discounted registrations are subject to space availability. Call (718) 482-7244 for more information.

Delinquent Payments
The College reserves the right to withhold the privileges of class attendance, use of facilities and services, and access to certificates of completion from students delinquent with payments.

Classroom Assignments
Classroom assignments are posted outside the Registration Office, M147, M-Building, prior to the first day of class. The English Language Center posts its classroom assignments outside C-354.

Refund Policy
For courses under $299
100% (-$20 per course) if written request received 3 business days prior to 1st day of class
50% (-$20 per course) if written request received prior to second week of classes

For courses $299 and above or more than 50 hours of instruction
100% (-$20 per course) if written request received 3 business days prior to 1st day of class
75% (-$20 per course) if written request received prior to completion of 10% of class hours
50% (-$20 per course) if written request received prior to completion of 20% of class hours
$20 will be deducted from refunds as shown above up to a limit of $40.
Allow 4-6 weeks to receive refunds for payment made by check or cash.
Allow 2 billing cycles for credit charges to reflect refund on monthly statements.
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
For information call (718) 482-7244.

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

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.

Updates
Occasionally information changes and the most up to date schedule can be found on the web (www.lagcc.cuny.edu/ace).

How to Get Here

The college campus is located on Thomson Avenue, between Van Dam Street and Skillman Avenue. See the map at left to locate specific buildings.

By Car:
From Queens and Brooklyn, take the Long Island Expressway and exit at Van Dam Street. From the Bronx, take the Brooklyn-Queens Expressway and exit at Queens Boulevard west, and from Manhattan, take the 59th Street bridge to Queens Blvd.

By Subway:
7 train 33rd Street station
N, Q trains At Queensboro Plaza station, transfer to #7
E, M trains Queens Plaza or 23rd-Ely/Court Square station
R train Queens Plaza station
G train 23rd-Ely/Court Square station

By Bus:
Q60, Q32 Queens Boulevard and Skillman Avenue
Q39 Thomson and Van Dam Street
B62 Thomson and Jackson Avenue

Bike Parking:
Racks are available on Van Dam Street, in front of the E and L buildings, and near the parking lot on 29th Street by the C Building.

How to Get to the Queensboro Bridge

From Queens and Brooklyn, take the Long Island Expressway and exit at Van Dam Street. From the Bronx, take the Brooklyn-Queens Expressway and exit at Queens Boulevard west, and from Manhattan, take the 59th Street bridge to Queens Blvd.

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By Bus:
Q60, Q32 Queens Boulevard and Skillman Avenue
Q39 Thomson and Van Dam Street
B62 Thomson and Jackson Avenue
### Adult and Continuing Education Registration Form

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<th>FIRST NAME</th>
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Check which category describes you best (optional)
- Black non-Hispanic
- White non-Hispanic
- Hispanic
- Asian-Pacific Islander
- American Indian/Native Alaskan
- Other

How did you hear about us?
- Through our website
- Received ACE catalog in the mail
- Through friend or neighbor
- Through newspaper
- Other

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LaGuardia Community College/CUNY
Room M-143
31-10 Thomson Ave
Long Island City, NY 11101
(718) 482-7244

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Name of card holder if different from registration

SIGNATURE