

Summer 2009

Summer 2009 General Student Information

Enrollment for Returning Students: If you have taken a class through the College For Living Department previously, you may register over the phone with a staff person. **You may call 314-289-4220 between the hours of 8:30 am to 4:00 pm. You may NOT leave a message to register; you must speak with someone from the department.** Please call immediately after you receive your schedule, with your class choice. Classes do fill up quickly.

Enrollment for New Students: If you have never taken a class through the College For Living Department, you must call to schedule an intake with a staff person. You may call Information & Referral at 314-289-4200 between the hours of 8:30 am and 4:00 pm. At the time of intake we ask that you have a copy of your identification card and social security card. If you are not your own legal guardian we will need the legal guardian to be present during the time of intake. Please call immediately after you receive your schedule, with your class choice. Classes do fill up quickly.
NO NEW STUDENT ENROLLMENT AFTER June 19, 2009. NO EXCEPTIONS.

*****If you are assisting an individual to register for class, we strongly encourage the individual to contact us. Paraquad is an Independent Living Center. We would like for students to learn early on to be advocates. If you are calling from another agency and have several interested individuals, please be advised we may ask you to do a group intake/registration at Paraquad or at a mutual meeting center with all prospective individuals. We will make every attempt to serve as many interested individuals as possible, with your assistance. *****

Transportation: LIMITED TRANSPORTATION IS AVAILABLE. Transportation is ***NOT*** guaranteed. When you request transportation please also consider an alternate way to get to class, e.g. a friend, family member, neighbor, bus or call-a-ride. Before requesting transportation you must have considered all other means to get to class. Arrangements and requests are based on a first come first serve basis, routing, previous transportation records, and attendance. You **MUST** advise a staff person during registration that you are requesting transportation. A staff person will contact you before classes start to notify you if you did not make the list for transportation. Students are required to review the transportation policy. If you are eligible to receive transportation services, you must notify us of any changes in address, telephone number, or if you will not be able to attend class the night you are registered for. You may call 314-289-4220 to notify appropriate staff of these changes. **YOU HAVE UNTIL June 19, 2009 to request transportation. NO EXCEPTIONS.** **If you receive Paraquad's transportation, no unexcused absences or no shows are allowed. You must call the transportation department at 314-289-4276 to cancel transportation. If a participant is a no call or no show their transportation will be suspended for one trip.

Attendance: Good attendance is important and expected. Your past attendance record will be taken into account when applying for a scholarship or transportation.

Dropping a Class: If you decide not to attend the class you enrolled in, you must notify the College For Living staff immediately to be officially dropped from the class. If you attend three or more classes and then drop the class, you must pay for a portion of the \$45 class fee.

Accommodations: If you need adaptive equipment, an interpreter, or class materials in large print you must notify staff at the time of registration.

Support Staff: If a participant receives 24 hour residential support, staff must accompany the student to class.

Respect for Staff and Students: All students, staff and family are expected to respect the teachers and College For Living staff. We want this to be an enjoyable experience for everyone.

HAZELWOOD COMMUNITY CENTER MONDAY 7-9 p.m.

Job Choices: Students will explore job options and interests. Students will learn skills to obtain employment such as filling out applications, building resumes, and interviewing techniques.

Valuing Yourself and Others: Students will develop listening skills and learn how to negotiate with others. Students will also learn how to handle stress, increase tolerance and communicate more effectively at home or in the work place.

PARAQUAD TUESDAY 7-9 p.m.

Computer Aided Instruction (Basic): Students will learn the basics of using a computer. This class may not be taken consecutively by semester.

Preparing for the Drivers Test: This course will use the state motor vehicle manual to prepare students for the written or oral driver's examination. No driving lessons will be given.

Basic Reading: Master the language used in the workplace and other community settings. Students will also work on increasing vocabulary.

Communications: Students will work on improving their communication skills through role-playing, observation, and dramatizations. They will learn to become active listeners and deal with criticisms.

Basic Math: Students will review simple math problems for their everyday lives, which will provide practice in addition, subtraction, division, and multiplication.

SHREWSBURY COMMUNITY CENTER WEDNESDAY 7-9 p.m.

Basic Money: Students will learn to identify coins, and their value. They will work on how to make change, and review simple math problems. They will learn the fundamentals of simple addition and subtraction problems as well.

Health and Wellness: (NEW!) Students will learn how to deal with peer pressure and how drug and alcohol abuse can hurt themselves or others at work. This class will help engage students in good decision making through group discussion, role playing as well as other hands on activities. Students will learn to stand up for themselves by saying NO at home or in the workplace.

PARAQUAD THURSDAY 7-9 p.m.

Computer Aided Instruction (Advanced): Students will advance in their pre-existing knowledge of a computer. This class may not be taken consecutively by semester.

Looking Good: Students will learn the importance of good health and personal appearance in the workplace. Some self confidence building techniques will also be discussed.

Managing Your Money: Students will learn to add and subtract numbers and will learn steps toward writing checks, and balancing a check book. They will learn how to shop for bargains and budget their money with a paycheck they receive from work.

Advanced Reading and Writing: (NEW!) This class is designed for students who are strong in their reading and writing skills. Students will read, learn to write short essays, practice proper punctuation, and language. These skills will help them in their everyday lives, and in the workplace.

Theatre in the Round: Students will learn good communication skills and language through role playing and constructive criticism. Practice in speech, gesture, and posture will be a major part of the class. Students will learn the importance of taking cues, and how it may help them in their everyday lives and in the workplace. Students will also practice their soft skills.



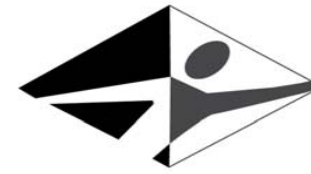
PARAQUAD

5240 Oakland Ave.
St. Louis, MO 63110

ADDRESS SERVICE REQUESTED



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PARAQUAD



TO:

College For Living Class Schedule Summer 2009

Classes begin the week of June 29, 2009
Classes end the week of August 17, 2009



Addresses for College For Living Class Sites:

Paraquad, Inc. - 5240 Oakland Avenue, St. Louis, MO 63110 314-289-4220
Hazelwood Community Center - 1186 Teson Road, Hazelwood, MO 314-731-0981
Shrewsbury Community Center - 5200 Shrewsbury Avenue, St. Louis, MO 314-647-1003
Call-A-Ride - 314-652-2600

Paraquad, Inc.
5240 Oakland Avenue
St. Louis, MO 63110
314-289-4220 (voice) 314-289-4252 (TTY)

www.paraquad.org

NO FRAGRANCES PLEASE!
PARAQUAD IS A SCENT-FREE, TOBACCO FREE ENVIRONMENT. WE ASK THAT YOU USE UN-SCENTED PRODUCTS AND LAUNDRY PREPARATIONS AND NOT WEAR PERFUMES AND SCENTS WHEN VISITING OUR CENTER.
THANK YOU.

College For Living's Continuing Education Program is an accredited, not-for-profit agency that does not discriminate on the basis of race, color, creed, gender, age, disability, national origin, or sexual orientation.

PLB Partially funded by the
Productive Living Board

