Welcome to College of DuPage (COD).

We are pleased that you have chosen to catch up, keep up or accelerate your academic career by participating in the COD High School Summer Program. There are multiple options available at College of DuPage for high school students, whether you take one summer course, participate in a career program or continue your education at the College.

All students are asked to read and understand the information outlined in this handbook. We also ask for parents/guardians to be familiar with the information in this document, as partners in their student’s educational experience.

In addition to credit programs, COD offers summer enrichment classes, test preparation courses, career camps and tutoring. For more information on any of these programs, contact us at (630) 942-2208.

Have a happy and productive summer!

College of DuPage Continuing Education
(630) 942-2208
ce@cod.edu

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www.cod.edu/conted

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COLLEGE OF DUPAGE

Vision
College of DuPage will be the primary college district residents choose for high quality education.

Mission
The mission of College of DuPage is to be a center for excellence in teaching, learning and cultural experiences by providing accessible, affordable and comprehensive education.
HIGH SCHOOL CREDIT COURSES
High School Credit courses are taught by high school instructors using high school textbooks and following the syllabi of high school courses. Students enrolled in these courses must comply with the expectations and policies provided in this Student and Parent Handbook, in addition to the policies of the site location for their course(s).

Parent/Guardian Note
You are the first and most important teacher your child will ever have. The opportunity to work with you and your child as a team is important to all of us. This handbook is issued to help students and parents become familiar with the general policies of the high school program at College of DuPage and the College itself. Please read the information and contact Continuing Education regarding any questions about the information enclosed.

REGISTRATION REQUIREMENTS
Student Eligibility
COD high school programs are open to students entering or currently enrolled in high school. The summer high school credit program is an extension of the regular academic program designed to provide students with opportunities to gain academic credit or to explore interests by auditing a class. It is an excellent occasion for incoming freshmen to become more familiar with high school expectations. All students must meet with their high school guidance counselor to determine credit eligibility.

Tuition and Refunds
General high school courses are priced at $349 per semester. Science high school courses include a lab fee for $369 per semester. Course textbooks can be rented or purchased by the student.

A full refund will be granted if a student withdraws from first semester classes by Friday, June 2, by 5 p.m. Withdrawals for second semester must occur prior to Friday, June 30, by 5 p.m. Full refunds will be provided for classes that do not meet a minimum enrollment one week prior to the scheduled start.

No refunds will be issued for the following reasons:
• If the student registers for class and does not attend.
• If the student withdraws after the above-mentioned withdrawal dates for any reason.
• If the student is dropped for violation of the Student Code of Conduct-Appropriate Use of Computer/Internet and/or the High School/Attendance Policy.

Student Accommodations
In accordance with the Americans with Disabilities Act (ADA) and amendments, College of DuPage Continuing Education provides the opportunity for students to succeed. Accommodations will be determined based on the documentation provided by the student. If requesting accommodations, please notify the Center for Access and Accommodations at least 30 days prior to the start of the first class. We request you follow the provided deadlines:
Semester 1: Monday, May 8
Semester 2: Wednesday, May 31
Students notifying the Center after this deadline may have a delay in receiving services.

To request accommodations, please contact:
Center for Access and Accommodations
Student Services Center (SSC), Room 3249
Phone: (630) 942-3540, TDD: (630) 858-9692, Fax: (630) 942-2071
Contact Samantha Salvato
salvatos24@cod.edu

ATTENDANCE
Attendance Policy
College of DuPage offers a two-semester summer High School Credit program. This program is an extension of the academic curriculum designed to provide students with opportunities to gain academic credit or to explore interests by auditing a class. Please note, however, the level of commitment needed; one day in the summer program equals one week of a regular school year. Prompt and consistent attendance is mandatory to ensure the same contact hours and teaching and learning opportunities as during the school year. Students should not register for classes for high school credit if they have vacation plans, athletic camps/competitions, or other obligations that will prevent them from attending class. The latest possible time to receive a refund is 24 business hours prior to the start of your class.

Absences: Summer school is a condensed school experience. However, illness and emergencies do occur. Students are allowed two (2) absences per semester course; more than two absences per semester course will result in a “Withdraw” grade being issued for no credit, without a refund. All absences are treated equally; there are no “excused” or “unexcused” absences for summer classes.

Tardies: Students are expected to arrive to class and return from breaks on time. Four (4) tardies from either the start of class or from a scheduled break equals an absence. Tardiness exceeding 15 minutes will be considered an absence. Four tardies, whether for late arrival time to class or not turning in handbook pages, equals an absence.

Forms: The Student and Parent Handbook forms must be returned before the first day of class. Please see the forms at the conclusion of the handbook for signature pages. Lack of compliance will result in the student remaining in class but being marked tardy for the day and subsequent days until forms are returned. Four tardies, whether for late arrival time to class or not turning in handbook pages, equals an absence.

Any combination of absences and tardies that exceed two (2) “days” will result in a “Withdraw” grade being issued for no credit, without a refund. Every effort will be made to notify the parent/guardian of absences or tardies.

Register Online at myaccess.cod.edu | For more information, call (630) 942-2208 | 3
Final Exams: If a student is enrolled in a class that requires a final exam, the final will be given on the last day of class in the semester. If a student is absent for the final exam, COD cannot and will not provide an opportunity for any make-up exam, nor will COD administer the final exam early or proctor the exam at a later time. The grades the student will receive for the final exam in these cases will be recorded as an “F” (zero points) and will be factored into the semester grade.

Textbooks: Most classes require a textbook. Textbooks, when needed, are available for purchase or rent at the Follett College of DuPage Bookstore located on campus in Glen Ellyn at 425 Fawell Boulevard in the Student Resource Center (SRC). Students who do not bring their textbooks with them to class by the second day will be issued a tardy. Additional days without the course textbook will result in additional tardies assigned. You can visit codbooks.com to rent or purchase the course textbook. See page 7 for the textbook list.

Grades issued by College of DuPage for high school summer classes are final. Students must complete, sign and return the Release of Grade form for College of DuPage to indicate their grade information and whether to send it to the appropriate high school.

STUDENT CODE OF CONDUCT AND EXPECTATIONS

Student Code of Conduct
The opportunity to study at College of DuPage is a privilege and students are accountable for their own conduct. The condensed summer schedule warrants the institution of a strict behavior policy. Disciplinary procedures often instituted during the academic school year may not apply to this summer school program. When a student is found to be in violation of the Student Code of Conduct or the Appropriate Use of Computers, the site supervisor or high school program coordinator, in conjunction with the Dean of Continuing Education, will assess the situation and make an irrevocable decision.

The following types of conduct are examples that shall result in removal from the program:
• Assaulting, threatening, harassing or endangering the health or safety of students, College/school personnel or anyone else within College/school facilities.
• Verbally abusing College/school personnel or students.
• Willfully impeding, obstructing, interfering with or disrupting the performance of the College/school education function.
• Failing to cooperate with Public Safety Police personnel in the lawful performance of their duties.
• Illegal or unauthorized use of computers and the Internet as detailed below in regard to the Responsible Use of Computer Equipment and Internet Access.

Cheating, plagiarizing, forgery or any other form of academic dishonesty shall result in the following:
• Students caught in any form of cheating will receive an automatic zero on the assignment. Parents will be notified.
• A repetition of such an offense shall result in an “F” for the semester grade and removal from the program.

The respective townships shall impose police action for violation of smoking ordinances. This applies to all students on and off campus, under the age of 18.

The following types of conduct are examples for which police action and removal from the program shall be enforced:
• Possessing, using, distributing, attempting to use or distribute weapons, illegal or controlled substances or look-alikes, including drugs, alcoholic beverages and fireworks.
• Intentionally damaging, destroying College/school property (including graffiti); attempting to damage or destroy College/school property; or theft of College/school property, property of College/school personnel or other students. Students engaging in such activity shall be liable for any and all costs incurred.

Responsible Use of Computer Equipment and Internet Access
All use of the Internet must be in support of the curriculum set forth in the class. Students shall not use computers for non-academic related activities unless given specific permission by the instructor. Students will be allowed Internet access when it relates to classroom work and are restricted to use the software that pertains to their specific coursework.

Ethical Use
If a class requires online access, students should only upload or mail material that is accurate, inoffensive, non-threatening and legal. If, at any time, the classroom instructor or other students find a student online viewing/writing material that is threatening or offensive, that student will have online access revoked and will be removed from the program, as this practice is in violation of the Continuing Education Student Code of Conduct. Students must inform the classroom instructor immediately if they accidentally encounter any inappropriate material. The College cannot be held accountable for the materials found on the Internet, although every attempt will be made by College of DuPage employees to prevent students from viewing inappropriate materials.

Unacceptable Use
The following list, although not inclusive, cites examples of unacceptable use of the Internet:
• Violation of copyright.
• Downloading of any type of software, plug-in, etc., to a computer on the College of DuPage campus or at any of its off-campus sites.
• Online purchase or advertising of materials or services.
• Posting material created by someone else without his/her consent.
• Wasting of supplies such as paper or toner cartridges.
• Providing personal information about themselves or others while online.

Electronics Policy:
The use and possession of electronic devices will be permitted in approved areas only. These devices may include, but are not limited to, cell phones, smart phones, personal listening devices, personal digital assistants, portable gaming systems, electronic computing devices, etc. Use of these devices will be allowed only
Classes are scheduled from 7:30 a.m. to 12:50 p.m., Monday to Friday, in District 204 (Metea Valley, Neuqua Valley or Waubonsie Valley). These courses take place from Monday to Friday and are offered at a variety of times. July 27. There is no class on Tuesday, July 4. These courses take second semester runs from Thursday, July 6 to Thursday, June 30 at College of DuPage and local high school locations.

**Important Dates**

- The first semester runs from Friday, June 9 to Friday, June 29; second semester runs from Wednesday, July 5 to Tuesday, July 25. There is no class on Tuesday, July 4.

**Class Locations**

Glen Ellyn classes will be held on campus at:
- **College of DuPage**
  425 Fawell Blvd., Glen Ellyn, IL 60137-6599

**Buildings**

- Berg Instructional Center (BIC)
- Homeland Security Education Center (HEC)
- McAninch Arts Center (MAC)
- Seaton Computing Center (SCC)
- Student Resource Center (SRC)

**Additional Locations**

- **Metea Valley High School**
  1801 N. Eola Road, Aurora, IL 60502

- **Neuqua Valley High School**
  2360 95th St., Naperville, IL 60564

- **Waubonsie Valley High School**
  2590 Ogden Ave., Aurora, IL 60504

**Textbooks**

Textbooks are not included in the course fee for Continuing Education summer high school courses. Course textbook information is provided online and in the High School Schedule of Classes, including the ISBN numbers, at cod.edu/youth. Textbooks, when needed, are available for purchase or rent from the Follett College of DuPage Bookstore. The Bookstore is located on campus in Glen Ellyn, Monday to Thursday, 7:45 a.m. to 7 p.m. Visit codbooks.com to rent or purchase the course textbook. See the textbook list on page seven.

**Student Responsibility**

The instructor is available to answer questions about course materials or class policies. If students have any concerns about their performance in the course or are not sure of an assignment, the student should speak with the instructor.

**Student Issues**

If there are issues or concerns about a course or an instructor, the student should attempt to resolve the issue with the instructor. If the student and instructor are unable to resolve the matter, the student should report this to the site supervisor. If the matter cannot be resolved at this level, the student should make an appeal to the High School Program Coordinator and then may be reviewed by the College of DuPage Continuing Education Dean.

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Withdrawal for High School Credit
“W” is received from the instructor when the student has more than two absences (four tardies = one absence) per semester course or for any violation listed in the High School Attendance Policy or the Student Code of Conduct – Appropriate Use of Computer/Online Resources Contract. If a student voluntarily withdraws from a course, he/she should contact the High School program coordinator to officially change the Grade Release Form to ensure that no grade report is generated.

Submitting Grades
Grade reports will be sent to the high school when a student has completed and signed the Release of Grade forms. A grade release form is needed for each course completed by the student, including semester courses. Please note, Continuing Education keeps all grades on file for six (6) years. Grades submitted from the College of DuPage Summer High School Program to the local high schools are final. This policy is designed to maintain the grade/transcript as an accurate and complete record of meeting course requirements. Contact Continuing Education for future Grade Release inquiries.

Progress Reports for High School Credit
Student progress reports will be sent home with the student at least once during each semester. The report includes student attendance as well as the current grade. Please look for those reports and contact Continuing Education if you haven’t received them at (630) 942-2208.

Should a parent need to contact an instructor for any reason, all instructors provide a telephone number and/or email address on his/her syllabus. Instructors cannot be reached during class hours or interrupted during instruction time.

CONTACT INFORMATION
College of DuPage
Continuing Education High School Programs
(630) 942-2208 phone
(630) 942-3785 fax
youthacademy@cod.edu
SUMMER 2017 TEXTBOOK LIST

Algebra 1 (Sem 1 & 2)
Common Core Algebra 1
Pearson High School Math, ©2015
ISBN: 9780133281149

Algebra 2 with Trigonometry (Sem 1 & 2)
Common Core Algebra 2
Pearson High School Math, ©2015
ISBN: 9780133281156

Geometry (Sem 1 & 2)
Common Core Geometry
Pearson High School Math, ©2015
ISBN: 9780133281156

Pre-Calculus (Sem 1 & 2)
Pre-Calculus with Limits
Houghton Mifflin, ©2004
ISBN: 0618394788

LANGUAGE ARTS

English 9 (Sem 1 & 2)
Elements of Literature
Rinehart, & Winston Inc.
Third Course, ©2007
ISBN: 9780030424144

English 10 (Sem 1 & 2)
Literature: Timeless Voices, Timeless Themes: The American Experience
Prentice Hall, ©2005
ISBN: 9780131804364

English I — Literature, Language and Composition (Sem 1 & 2)
ENGL1020/1000H English I/English I
Honors Elements of Literature
Rinehart, & Winston Inc.
Third Course, ©2000 Holt
ISBN 0030520622

Honors Coming of Age, Volume One: Fiction About Youth & Adolescence
ISBN:844203602

English II — American Literature and Composition (Sem 1 & 2)
(ENGL2000/2000H/2022B English II/
English II Honors/English II Am. Soc. Literature)

Timeless Voices Timeless Themes: The American Experience
Prentice Hall, ©2000/©2004
ISBN: 0131804367/0130502898

Communication in Action, Ruby Level
Prentice Hall, ©2001
ISBN: 0134369969

Twentieth-Century American Drama
Prentice Hall, ©2000
ISBN: 0130501972

English III — Comparative Studies and Composition (Sem 1 & 2)
ENGL3000A English III/AP Language and Composition

The Language of Composition
©2007 Bedford St. Martin's
ISBN: 9780312676506

FOREIGN LANGUAGE

Spanish 1 (Sem 1 & 2)
Avancemos!
Holt McDougal, Level 1, ©2010
ISBN: 9780554025315

Spanish 2 (Sem 1 & 2)
Avancemos!
Holt McDougal, Level 2, ©2010
ISBN: 9780554025322

Spanish 3 (Sem 1 & 2)
Avancemos!
Holt McDougal, Level 3, ©2010
ISBN: 9780554025339

SCIENCES

Biology (Sem 1 & 2)
W H Freeman & CO
ISBN:9781464151132

Chemistry (Sem 1 & 2)
Living By Chemistry, 2nd Edition
Angelica M. Stacy, ©2010
ISBN: 9781464142314

Earth Science (Sem 1 & 2)
Earth Science, Holt Earth Science,
©2010 Holt, McDougal
ISBN: 9780554015668

Physics (Sem 1 & 2)
Conceptual Physics
Prentice Hall, ©2006
ISBN: 9780131663015

SOCIAL STUDIES

American Government
U.S. Government: Democracy in Action
Glencoe/McGraw-Hill, ©2010
ISBN: 9780078799822

U.S. History (Sem 1 & 2)
The Americans
McDougal-Littell, ©2012
ISBN: 9780547491158

BUSINESS AND CONSUMER EDUCATION

Consumer Education
Consumer Education and Economics
ISBN: 9780078767807

Economics

Macroeconomics
ISBN: 0072982721

Register Online at myaccess.cod.edu | For more information, call (630) 942-2208 | 7
College of DuPage Continuing Education

RELEASE OF GRADE FORM

Privacy laws dictate that the following form must be completed in order for College of DuPage to release and/or send your grade to any school. Please print clearly. Questions may be directed to Continuing Education at (630) 942-2208.

STUDENT NAME

STUDENT DATE OF BIRTH

Release grades for the following courses:

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<th>COURSE</th>
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☐ SEMESTER 1 ☐ SEMESTER 2

YEAR OF SUMMER COURSE

☐ I am auditing this course without a grade awarded (this decision is irrevocable)

I authorize my grades released to the following high school:

NAME OF HIGH SCHOOL

CITY

STUDENT/PARENT SIGNATURE

DATE
RELEASE OF GRADE FORM

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<th>I am auditing this course without a grade awarded (this decision is irrevocable)</th>
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<th>STUDENT/PARENT SIGNATURE</th>
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EMERGENCY CONTACT INFORMATION

STUDENT NAME ___________________________ STUDENT DATE OF BIRTH ___________________________

WAIVER OF LIABILITY AND EMERGENCY MEDICAL RELEASE

(Any medications necessary for your child should be taken at home before the student comes to class.)

I authorize College of DuPage personnel to take appropriate action in the event of an emergency. Students with medical emergencies will be taken to the nearest hospital, and I understand that I am responsible for all costs incurred in relation to my child. I release College of DuPage and its directors, officers, trustees, employees and agents from all liability, in accordance with current state and federal law, arising from participation in the Continuing Education program. I also understand that if my son or daughter becomes ill or engages in destructive behavior, the emergency contact will be called to take him or her home.

PARENT (GUARDIAN) SIGNATURE ___________________________

KNOWN ALLERGIES OR MEDICAL CONCERNS ___________________________

Please prioritize the following phone numbers. Please print all information legibly. Number them in the order which we are most likely to contact a parent or guardian. Only list persons authorized to pick up your child in the event of an emergency. Thank you!

1ST CONTACT: NAME ___________________________ RELATIONSHIP TO STUDENT ___________________________

(          ) (          )

PRIMARY PHONE ___________________________ WORK PHONE ___________________________

(          )

SECONDARY PHONE ___________________________ EMAIL ADDRESS ___________________________

2ND CONTACT: NAME ___________________________ RELATIONSHIP TO STUDENT ___________________________

(          ) (          )

PRIMARY PHONE ___________________________ WORK PHONE ___________________________

(          )

SECONDARY PHONE ___________________________ EMAIL ADDRESS ___________________________
College of DuPage Continuing Education

PHOTO AND VIDEO RELEASE

I hereby give College of DuPage permission to use any photograph or video footage of my child for public relations purposes (i.e., flyers, catalogs, brochures). Please check appropriate box.

☐ Yes  ☐ No

PARENT SIGNATURE DATE

PARENT/STUDENT HANDBOOK SIGNATURE FORM

A parent/guardian signature for the Student/Parent Handbook constitutes an understanding and acceptance of policies/conditions set forth by College of DuPage Continuing Education.

I acknowledge that I am fully aware of the consequences resulting from the violation of any of the policies listed above. I understand that disciplinary action shall be applied in a consistent and non-discriminatory manner by the site supervisors employed by College of DuPage at each of its locations. Their decisions involving disciplinary measures are binding and will not be overruled by College of DuPage. A full copy of this Student/Parent Handbook is available at www.cod.edu/youth or a paper copy can be obtained at the Continuing Education office, Student Resource Center (SRC), Room 1110.

I, the participant, and I, the parent/guardian, understand and agree to abide by the College of DuPage Continuing Education Summer 2017 Student/Parent Handbook.

PRINT STUDENT NAME

STUDENT SIGNATURE DATE

PARENT/GUARDIAN SIGNATURE DATE

Return to College of DuPage Continuing Education prior to the first day of the semester.

Signed forms can be sent to:

Continuing Education
College of DuPage
425 Fawell Blvd., Glen Ellyn, IL 60137

Fax (630) 942-3785
youthacademy@cod.edu