



2025–2026

# Student Handbook

INDEPENDENCE • SKILL BUILDING • VOCATIONAL TRAINING

[cod.edu/COACH](https://cod.edu/COACH)



## 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 educate, enrich and empower our communities for success.

### **Values Statement**

College of DuPage seeks to reflect and meet the educational need of the residents of our large, multicultural district. We recognize the importance of embracing individual differences and cultures and value the contributions made to the College by people of all ethnic and cultural backgrounds. We affirm our role as a catalyst for promoting dialogue and tolerance on issues supporting the common good.



Continuing Education

# COACH Program

## Student Handbook

*Welcome to College of DuPage*

We are thrilled that your commitment to improving your skills has led you to the COACH program! During the next two years, you will be involved in comprehensive learning experiences designed to improve your functional academics, vocational readiness and overall independence. Working hard and being motivated to do your best on a daily basis will help you get the most out of the COACH program.

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.

We look forward to embarking on a two-year journey of learning and enrichment with you!

### College of DuPage Continuing Education

(630) 942-3779

ce@cod.edu

**cod.edu/COACH**

## Contents

### GENERAL INFORMATION

Overall Schedule and Academic Calendar .....	4
COACH Program Schedules .....	5
Tuition and Refunds.....	6
Student Accommodations.....	6

### IMPORTANT INFORMATION

Staff and Office Informatio .....	7
Textbook List .....	8
Funding Resources .....	8
Grading.....	8
Credit Classes .....	8
Attendance Policy .....	8

### STUDENT CODE OF CONDUCT AND EXPECTATIONS

Student Code of Conduct .....	9
Responsible Use of Computer Equipment and Internet Access .....	9
Electronics Policy .....	10

### FORMS

FERPA (Family Educational and Privacy Act) Waiver Form .....	12
Guardianship Form.....	13
Photo and Video Release .....	13
Emergency Contact Form .....	14
Waiver of Liability and Emergency Medical Release .....	14
Student/Parent Handbook Signature Form.....	15

*Follow us!*

 [facebook.com/ContinuingEducationCOD](https://facebook.com/ContinuingEducationCOD)

 [instagram.com/CEatCOD](https://instagram.com/CEatCOD)



# GENERAL INFORMATION

## Overall Schedule

Classes are conducted on campus from 9 a.m. to 3 p.m. on Mondays, Wednesdays and Fridays during the fall and spring terms (unless otherwise notified). Schedules are subject to change.

## Academic Calendar for the COACH Program 2025-2026 School Year

Monday, Aug. 25	First Day of Classes—Fall Term
Monday, Sept. 1	Labor Day—No Classes
Monday, Nov. 24	Classes Will be in Session
Wednesday, Nov. 26, to Friday, Nov. 28	Thanksgiving Break—No COACH Classes
Friday, Dec. 12	Last Day of COACH Classes—Fall Term
Friday, Dec. 19	Last Day of Credit Class Exams—Fall Term
Monday, Dec. 22, to Friday, Jan. 23	Winter Break—No Classes
Monday, Jan. 26	First Day of COACH Classes—Spring Term
Monday, March 30, to Sunday, April 5	Spring Break—No Classes
Friday, May 15	Last Day of COACH Classes—Spring Term
Wednesday, May 20	COACH Graduation
Saturday, May 23	Last Day of Credit Class Exams—Spring Term





# Year 1 Schedule

## Year 1 (SEMESTER 1) M, W, F Aug. 25 to Dec. 12, 2025

**9 to 11 a.m.**

**SRC 1127**

Karla Megow–Teacher

Cindy McGivern–Teacher’s Aide

- Functional Reading
- Functional Math
- Communication

**11 a.m. to 1 p.m.**

- Credit Class and Lunch

**1 to 3 p.m. (Monday and Wednesday)**

**SRC 1134**

Karen Brown—Teacher

Frank Neuner–Teacher’s Aide

- Computer Skills

**1 to 3 p.m. (Friday)**

**SRC 1127**

Karen Brown—Teacher

Marilyn Joyner–Teacher’s Aide

- Interpersonal Skills

## YEAR 1 (SEMESTER 2) M, W, F Jan. 26 to May 15, 2026

**9 to 11 a.m.**

**SRC 1127**

Karla Megow–Teacher

Cindy McGivern–Teacher’s Aide

- Functional Writing
- Functional Math
- Communication

**11 a.m. to 1 p.m.**

- Credit Class and Lunch

**1 to 3 p.m. (Monday and Wednesday)**

**SRC 1134**

Karen Brown—Teacher

Frank Neuner–Teacher’s Aide

- Computer Skills

**1 to 3 p.m. (Friday)**

**SRC 1127**

Karen Brown—Teacher

Marilyn Joyner–Teacher’s Aide

- Interpersonal Skills

# Year 2 Schedule

## YEAR 2 (SEMESTER 3) M, W, F Aug. 25 to Dec. 12, 2025

**9 to 11 a.m.**

**SRC 1118**

Pamela Neuner–Teacher

Azra Yusuf–Teacher’s Aide

- Employment Skills
- Communication Skills
- Applied Academics

**11 a.m. to 1 p.m.**

- Credit Class and Lunch

**1 to 3 p.m.**

**SRC 1118**

Carol Dvorak-Mola–Teacher

Azra Yusuf–Teacher’s Aide

- Employment Skills
- Communication Skills
- Career Exploration

## YEAR 2 (SEMESTER 4) M, W, F Jan. 26 to May 15, 2026

**9 to 11 a.m.**

**SRC 1118**

Pamela Neuner–Teacher

Azra Yusuf–Teacher’s Aide

- Employment Skills
- Communication Skills
- Portfolio Development
- Computer Skills

**11 a.m. to 1 p.m.**

- Credit Class and Lunch

**1 to 3 p.m.**

**SRC 1118**

Carol Dvorak-Mola–Teacher

Azra Yusuf–Teacher’s Aide

- Portfolio Development
- Internship Assignments

## TUITION AND REFUNDS

The COACH program cohort is comprised of four semesters that occur during consecutive fall and spring semesters. Each semester is priced at \$2,499. This includes the cost of one credit course. Course textbooks and materials, if applicable, should be purchased by the student.

Because the COACH program encompasses classes within the Continuing Education Department and a credit class, tuition payments will need to be made to the Continuing Education Department and to the credit side of the College.

The following provides an example of the tuition breakdown:

**COACH AM Class—\$1,250** (Part of this fee will go toward the credit class selected and the balance will be applied to the COACH Program.)

**Example:** If a student selects a PE class as their credit class, the cost of the credit class is \$166. Therefore, \$1,084 is applied to the COACH Program ( $\$1,250 - \$166 = \$1,084$ ).

**COACH PM Class—\$1,249**  
**TOTAL—\$2,499**

A full refund for COACH classes is issued if a student withdraws before the first day of class, Monday, Aug. 25, 2025 (fall semester) or before Monday, Jan. 26, 2026 (spring semester). In terms of credit classes, a 100% refund of tuition and fees will be granted during the first 7% of the number of calendar days in the session based on the start date of the class.

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 and/or Appropriate Use of Computer/Internet

## ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The COACH program is designed to address the educational needs of young adults with mild to moderate intellectual or developmental disabilities. Consequently, the curriculum and instructional methods used by staff members are tailored with these needs in mind. However, if you feel that you require additional assistance with obtaining appropriate accommodations within a classroom setting for a COACH class or credit class, please be aware of the following information.

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 or parent. The College is not responsible for communicating with your student's counselor; you must ensure you are providing our team with the appropriate documentation. If requesting accommodations, please notify the Center for Access and Accommodations at least 30 days prior to the start of the first class.

To request accommodations, please contact:

**Center for Access and Accommodations**  
Student Services Center (SSC), Room 2203  
Email: [access@cod.edu](mailto:access@cod.edu)  
Phone: (630) 942-2154; TDD: (630) 858-9692  
Fax: (630) 942-2071



# IMPORTANT INFORMATION

## Staff and Office Information

### Year 1 Staff

---

Karla Megow—AM Teacher	megowk@cod.edu
Karen Brown—PM Teacher	brownk835@cod.edu
Cindy McGivern—AM Teacher's Aide	mcgivernc@cod.edu
Frank Neuner—PM Teacher's Aide (Mon. and Wed.)	neunerf@cod.edu
Marilyn Joyner—PM Teacher's Aide (Fri.)	joynerm@cod.edu

### Year 2 Staff

---

Pamela Neuner—AM Teacher	neunerp@cod.edu
Carol Dvorak-Mola—PM Teacher	dvorak-molac@cod.edu
Azra Yusuf—Teacher's Aide	yusufa480@cod.edu

### Program Coordination

---

Tracy Kline	klinet940@cod.edu (630) 942-3779 Student Resource Center (SRC), Room 1112A
-------------	--

Kelly Pankey	pankeyk229@cod.edu (630) 942-2788 Student Resource Center (SRC), Room 1111J
--------------	---

Cashier's Office	cashiers@cod.edu (630) 942-2206 Berg Instructional Center (BIC), Room 2424
------------------	--

Bookstore	(630) 942-2360 Student Resource Center (SRC), Room 1060
-----------	--

Advising Services	Student Services Center (SSC), Room 3301 (630) 942-2259  Counselor, Students with Disabilities <b>Michael Duggan</b> duggan@cod.edu (630) 942-2845 Student Services Center (SSC), Room 3358
-------------------	--

Credit Registration	registration@cod.edu (630) 942-2377 Student Services Center (SSC), Room 2280
---------------------	--

## TEXTBOOK INFORMATION

Year 1 students will need to purchase the following textbook to use throughout the cohort. This book can be purchased online through vendors such as Amazon or Direct Textbooks.com. Please purchase a new copy of the book.

“The Seven Habits of Highly Effective Teens,” by Sean Covey, ISBN: 978-1-4767-6466-5

## SCHOLARSHIPS

We are pleased to offer scholarship options to COACH Program students. These scholarships are due to the generosity of donors through the College of DuPage Foundation and a grant from the State of Illinois.

For information, contact Tracy Kline at [klinet940@cod.edu](mailto:klinet940@cod.edu).

### **COACH Program Scholarship**

This scholarship can offer up to \$1,000 per household per semester to Year 2 students demonstrating a financial need

### **Eric and Lori Swanson COACH Program Scholarship**

This scholarship is awarded annually to one Year 1 student who demonstrates significant financial need. This scholarship covers all four semesters of the program without the need for requalification each semester.

### **Innovative Bridge and Transition (IBT) Grant Scholarship**

As a part of a grant supported by the Illinois Community College Board (ICCB), the COACH Program will offer scholarships which will cover some or all of one semester of COACH Program Tuition during the fall semester of the 2025-26 school year.

If additional funding options become available in the community, we will share details as they arise. Our staff members are committed to providing an affordable learning opportunity for all students.

## GRADING

### **COACH Program Classes**

In order to reinforce course learning topics, classwork and some homework will be assigned and graded. Additionally, assessments will be conducted so that teachers can determine each student's level of understanding of the course material. Students will receive a progress report at the end of each term. This report will be standards-based in nature and will indicate the extent to which a student has mastered a particular task or concept.

## CREDIT CLASSES

When enrolled in a class that bears credit, COACH program students will be graded according to the policies and standards that are established by the classroom teacher of the course. If applicable, each student will be responsible for informing their teacher of any accommodations that have been approved through the Center for Access and Accommodations.

## ATTENDANCE

### **Attendance Policy**

Consistent school attendance is significantly and positively correlated to student achievement. Therefore, it is expected that students attend school on a regular and punctual basis.

However, we understand that illness and emergency situations do arise. In order to promote practices of accountability and responsibility among our students, in the event of an absence, we ask that students email both of their teachers before the beginning of the school day.

If a student is absent more than six days or 12 individual classes during a semester, a doctor's note will be expected for any additional absences. Otherwise, the student may be subject to removal from the program without a refund.

**Tardies:** Students are expected to arrive to class and return from breaks on time. Four tardies from either the start of class or from a scheduled break equals an absence.

## OTHER INFORMATION

The COACH Program is proud to provide a robust curriculum focused on functional academics, computer applications, interpersonal awareness and vocational preparation. While the development of these skill areas can certainly enhance a student's ability to find employment, the COACH Program does not guarantee that students will find employment as a result of being in the COACH Program.



# STUDENT CODE OF CONDUCT AND EXPECTATIONS

## Student Code of Conduct

The opportunity to study at College of DuPage is a privilege and all students are expected to conduct themselves in accordance with the College's Code of Conduct and applicable Board Policies. When a student is found to be in violation of the Student Code of Conduct or the Appropriate Use of Computers, the instructor and program coordinator, in conjunction with the dean of Continuing Education and Public Services, will assess the situation and make an irrevocable decision.

Please access the following link for additional information regarding this topic: [cod.edu/dean-of-students](http://cod.edu/dean-of-students).

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 College of DuPage 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

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.)
- Verbal threats or physical acts that endanger the safety of staff or students

## 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 nonacademic-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 in non-instructional areas. Use of electronic devices for instructional purposes will be permitted only in classrooms where the teacher has designated the use for educational purposes. In areas where there is a reasonable expectation of privacy, such as the restrooms, locker rooms, nurse's office, etc. the use of electronic devices is prohibited at all times.

Use of any electronic device to engage in any of the following is strictly prohibited:

- Failure to comply with an instructor's directive for use in an instructional setting
- Academic dishonesty
- Planning inappropriate behavior that would impact the orderly process of the class or the educational process
- Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures, images or statements
- Talking and/or transmitting pictures, videos or audio recording of another, without that person's consent
- Bullying, intimidating, threatening or harassing others
- Identity theft
- Interfering with a school investigation
- Creating a disruption to the educational process

College and school policies, as well as classroom guidelines must be followed. Violators will be subject to disciplinary action, which include the confiscation of the device and removal from the program without a refund. The College is not responsible for lost or stolen electronic devices.

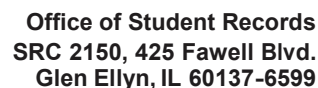








**The preferred method to request a FERPA waiver is to complete it at the Office of Student Records, located in the Student Resource Center (SRC), Room 2150, on the main campus. To request that a waiver be sent via email, a student can use their COD email to contact the Office of Student Records at [recordsoffice@cod.edu](mailto:recordsoffice@cod.edu)**



The **Family Educational Rights and Privacy Act of 1974**, as amended (FERPA), sets forth requirements designed to protect the privacy of student educational records. These records are directly related to the student and/or maintained by student educational records of student college of a party acting for College of DuPage. Current or formerly enrolled students are protected under FERPA. See the **Privacy of Student Education Records** flyer for more information. If a student wishes for their parent/guardian to be able to communicate with COD staff members, they must sign a FERPA Waiver. The FERPA waiver can only be completed through the Office of Student Records, Student Resource Center (SRC), Room 2150, (630) 942-3838, [recordsoffice@cod.edu](mailto:recordsoffice@cod.edu).

**Appropriate offices will be notified of signed waiver via email within one business day.**

**Instructors will be notified of signed waiver via email at the start of the term.**

Student Information	
Student Name:	Student ID:
Address:	
City, State, ZIP:	

12



## GUARDIANSHIP INFORMATION

### For Parents/Guardians:

I/We have obtained plenary guardianship of our adult child and can provide documentation of this status.

\_\_\_\_ YES \_\_\_\_ NO

Signature of Guardians: \_\_\_\_\_

### For Students:

I am my own legal guardian.

\_\_\_\_ YES \_\_\_\_ NO

Signature of student: \_\_\_\_\_

## PHOTO AND VIDEO RELEASE

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

\_\_\_\_ YES \_\_\_\_ NO

Signature of Student: \_\_\_\_\_

\_\_\_\_ YES \_\_\_\_ NO

Signature of Parents/Guardians: \_\_\_\_\_



## EMERGENCY CONTACT INFORMATION

---

STUDENT NAME

## WAIVER OF LIABILITY AND EMERGENCY MEDICAL RELEASE

***(Any necessary medications 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.

I understand that if a student becomes ill, the emergency contact will be called to take him or her home.

---

GUARDIAN SIGNATURE

---

KNOWN ALLERGIES OR MEDICAL CONCERNS

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

---

**FIRST CONTACT: NAME**

RELATIONSHIP TO STUDENT

---

PRIMARY PHONE

WORK PHONE

---

EMAIL ADDRESS

---

**SECOND CONTACT: NAME**

RELATIONSHIP TO STUDENT

---

PRIMARY PHONE

WORK PHONE

---

EMAIL ADDRESS

## STUDENT/PARENT HANDBOOK SIGNATURES

Student and parent/guardian signatures 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.

**I, the participant, and I, the parent/guardian, understand and agree to abide by the College of DuPage Continuing Education COACH Program Handbook.**

---

PRINT STUDENT NAME

---

STUDENT SIGNATURE

DATE

---

GUARDIAN SIGNATURE

DATE

*Return all completed and signed forms to a COACH program staff member in person or by emailing [klinet940@cod.edu](mailto:klinet940@cod.edu) no later than Aug. 25, 2025.*

### Continuing Education

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

**College of DuPage**  
425 Fawell Blvd.  
Glen Ellyn, IL 60137 6599