Saturday Classes for Young People, for children ages 5 through 18, offers more than 50 courses in academics, arts, STEM/STEAM, and test preparation. We also offer the Hofstra Gifted Academy (HGA).

Please contact:
Jessica Dease
Director, Saturday Classes for Young People
516-463-7400
Jessica.L.Dease@hofstra.edu

Spring 2021 Semester
Classes: March 13-May 8 (No class April 3)
All classes are held on Saturday mornings, unless otherwise noted.

*Register at least one week prior to start date and receive a $25 discount per class.

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This course is designed to assist students in expanding their comprehension skills and utilizing them as they become reading detectives. Students engage in close readings to analyze text. Through hands-on activities, they find text evidence to support their answers. Students not only become stronger readers, but also develop a love for reading that they can enjoy inside and outside the classroom.

Using a thematic approach to reading enrichment for the beginning reader, this program is designed for those who enjoy reading as well as those who need extra help. In-class instruction incorporates the use of vocabulary words, reading passages, and language arts skills to enhance the progress of the new reader. Themes include a variety of stimulating experiences that make reading fun and meaningful. Through the use of manipulatives, stories, and auditory and visual experiences, ideas come alive and excite children about reading.

Building solid reading skills is essential for all successful students. Students build on comprehension, fluency, and decoding skills while increasing and expanding their vocabulary. Our small class environment allows students to feel comfortable and confident engaging in class lessons and discussions. Students will be able to take the skills learned and apply them to everyday reading as well as school assignments.
This course is designed to meet the needs of emergent learners who require extra emphasis on writing skills. Students are motivated to write in a relaxed and supportive environment, using their everyday language and experiences. Imagination and creativity guide young writers to use developmentally appropriate spelling, organize their ideas, and increase their awareness of punctuation. Students use the different phases of the writing process—prewriting, revision, and editing—and learn to see themselves as authors and their work as literature.

Calling All Writers!

Y1420-51
8 sessions: $250
11:05 a.m.-12:30 p.m.

Grades 3-4

Students learn amazing writing tips while they explore the power behind the writing process. This class is challenging as well as exciting and engaging for each student. The main focus is aligned with the Common Core standards. Students write opinion pieces on topics or texts, supporting a point of view with reasons and informative/explanatory texts to examine a topic and convey ideas and information clearly. Students write narratives to develop real or imagined experiences or events using effective technique, descriptive details, and clear event sequences. For the concluding project, each student becomes the author of their own book.

Aspiring Authors Club

Y1422-51
8 sessions: $250
9:30-10:55 a.m.

Grades 5-6

This class inspires students with a passion for writing to follow their dreams and show their creativity on paper. With the use of literature from all genres, students create writing pieces that have descriptive details, organization, and sentence fluency, and express their individual voice. Works such as original short stories, poems, narrative essays, and skits are created in order to build students’ writing portfolios. A basic review of spelling, grammar, and punctuation is incorporated into the class to ensure steady progress for our young authors.
The best way to become a better writer is to practice, practice, and practice. Students complete weekly writing assignments while learning how to convey ideas quickly, clearly, and persuasively. Good writing reflects clear thinking – a process that serves the student throughout their lifetime. Activities include practical suggestions on writing style, organization and content of letters and essays, and how to write creatively.

How to Write Better
Y1413-51
Grades 5-6
8 sessions: $250
11:05 a.m.-12:30 p.m.

This course invites young authors to challenge themselves as they enter the exciting world of literature. Students learn the fundamentals of literacy genres across the board, such as fiction, poetry, science fiction, nonfiction, historical fiction, memoirs, short stories, fairy tales, fantasy, and drama. With the infusion of NYS Regents-based literacy elements and language skills, students celebrate creativity and individuality. Much of what is taught in this course helps students with their English school curricula by further enhancing their writing abilities in a well-rounded fashion. The instructor encourages students to take both risks and pride in their work while having fun!

Pen to Paper in All Genres
Y1475-51
Grades 7-12
8 sessions: $250
11:05 a.m.-12:30 p.m.

Assessment Writing
Y1416-51
Grades 9-12
8 sessions: $250
9:30-10:55 a.m.

Concentrating on grammar, punctuation, paragraphs, development of ideas, and sentence structure, students use templates and visual aids to improve their writing skills. This process enables writers to successfully complete paragraphs and essays. Moreover, students can then transfer the knowledge gained from this course to their individual school settings.

This course prepares students for assessment (Regents/AP/SAT) essays: thematic essays, document-based questions (DBQs), and critical lenses. We examine the best ways to organize, interpret, and analyze both the information given and the student’s content knowledge to assist the student in creating a cohesive final essay. We work on structure and layout by outlining and drafting before the final essay is written. This is a great course for any student preparing to take or retake any writing examination.

Please visit ce.hofstra.edu/youth or call 516-463-7400 for the most up-to-date COVID-19 policies.
Mathematics

Kindergarten Math
Y2105-51
8 sessions: $250
9:30-10:55 a.m.
Ages 5-6
This course focuses on the building blocks that all kindergartners need to be successful in math. Using hands-on, interactive activities, students learn to form and identify numbers, recognize patterns, distinguish shapes, and much more.

Big Ideas for Young Mathematicians
Y2110-52
8 sessions: $250
11:05 a.m.-12:30 p.m.
Grades 1-2
While learning topics such as time, money, patterns, and logic in this interactive course, students discover mathematical concepts and learn to apply them in their everyday worlds. This course is designed to foster a love of math by engaging in hands-on activities that inspire students to love math!

More Math, Please
Y2485-51
8 sessions: $250
9:30-10:55 a.m.
Grades 2-3
This course is appropriate for both the hesitant mathematician and those who simply love math. Each week a different math skill is reinforced through fun and creative approaches. In this class, we practice working with numbers, operations, money, time, algebra, graphing, probability, measurement, and word problems.

Making Sense of Math
Y2495-51
8 sessions: $250
11:05 a.m.-12:30 p.m.
Grades 4-5
This course consists of drills and practice in addition, subtraction, multiplication, and division. Using applications of math in everyday settings and a variety of activities to extend problem-solving abilities, students solve mathematical problems that further strengthen their math skills. Students focus on the numbers that would make sense to get the correct answers, and learn to self-check by asking, “Does it make sense?”

Math Made Easy – Part 1
Y2450-51
8 sessions: $250
9:30-10:55 a.m.
Grades 5-6
In both small and large group settings, the most challenging topics of grades 5 and 6 are addressed: fractions, decimals, percentages, mean, median, mode, probability, signed numbers, and word problems, to name a few. Students are encouraged to ask questions and discover how math can be made easy once they acquire the skills taught in this course.

Math Made Easy – Part 2
Y2470-51
8 sessions: $250
11:05 a.m.-12:30 p.m.
Grades 7-8
This course is for students who need help in solving more difficult math problems involving decimals, fractions, percentages, and signed numbers, as well as algebraic equations and word problems. We spend time reviewing basic concepts, and we use practice exercises within small group settings to reinforce concepts and their applications. Students are encouraged to bring work from their regular school math class to use as examples.

Please visit ce.hofstra.edu/youth or call 516-463-7400 for the most up-to-date COVID-19 policies.
Science – The First Step
Y3111-51
8 sessions: $265
9:30-10:55 a.m.
Grades 1-2

The amazing life of the earthworm, the underwater life of the squid, intriguing rocks and minerals, the excitement of the dinosaur – these and many other wonders of science are presented to our young future scientists through hands-on experiences. Different experiments are taught each season so that our students are able to continue their scientific experience throughout the year!

Limited enrollment; register early!

Applied Science
Y3112-51
8 sessions: $265
11:05 a.m.-12:30 p.m.
Grades 2-4

Students are encouraged to investigate basic scientific concepts using hands-on activities. Possible course topics include DNA, temperature, and currents. Scientific method, dissection, effects of pollution, animal adaptation, crime scene investigation, and engineering concepts may also be discussed.

Young Inventors at Work
Y3113-51
8 sessions: $265
9:30-10:55 a.m.
Grades 3-4

Students learn what it takes to solve a seemingly overwhelming problem using only their wits, creativity, and ability to put the pieces together. In this hands-on workshop, students combine observation with a newfound familiarity with the scientific method to discover the inventor within. They learn to create a flotation device that can save lives, devise a bridge that can withstand crushing under its own weight, learn about electricity, make a robot, and maybe even build a plane that may travel the distance of a football field! There are no limits to what an inventive mind can conceive. Who knows … your student may even be able to triumph in the famous “egg-drop” contest.

Register early; this class fills up quickly!

STEM Engineering and Design
Y3520-51
8 sessions: $265
11:05 a.m.-12:30 p.m.
Grades 5-8

In this course, students begin their journey as the future builders and creators of the 21st century as they learn the fundamentals, fun, and frustration of engineering design. Students build something new each class and learn the importance of testing and evaluating their original design as they take thoughtful steps to make improvements through the process of iteration. Students also learn how to refine their cooperative, evaluative, design, creative, and presentation skills as they move through the weekly projects.
Please visit ce.hofstra.edu/youth or call 516-463-7400 for the most up-to-date COVID-19 policies.

Game Builders Academy

**3D Printing and Animation**

**Grades 5-12**

Y4031-51
8 sessions: $400
9-10:55 a.m.

This specialty course allows students to create their own 3D art, including 3D characters, environments, and animations – with no prior drawing or art experience required – and bring their creations into the real world using cutting-edge 3D printers. Whether in video games, at the movies, or on TV, 3D animation is everywhere, and students will be breaking into the industry using state-of-the-art software, MAXON’s Cinema 4D – the same software used by industry professionals. By the end of the course, each student will have created a multitude of digital 3D models and animations complete with textures, lighting, and other effects, as well as one or two 3D printed models to bring home for friends and family to see. Also, upon completion of the course, each student takes home an exclusive student copy of the powerful Cinema 4D software for free.

*Please note: For this course, staff are not available to transport or accompany students to or from another Saturday course.*

**Minecraft Builders Club**

**Grades 2-6**

Y4070-51
8 sessions: $400
9-10:55 a.m.

It’s Minecraft mania at Hofstra University! In this fun, creative course, students use the ever-popular Minecraft video game to build their own worlds, solve puzzles, and create together! Students work both individually and in large teams to take on each day’s exciting new challenges and events, such as various building and crafting challenges, and team games and competitions. Students also start to see great connections between their Minecraft worlds and the real world as they take part and collaborate in fun class projects and discussions. While building and playing, students gain a great appreciation for math and science, and see their creativity and social skills soar! Both newcomers and experienced Minecraft players are invited to have fun and learn together!

**RPG Video Game Design**

**Grades 4-9**

Y4035-51
8 sessions: $400
9-10:55 a.m.

Design and code your own video game! By popular demand, this course will have students utilizing the revolutionary RPG Maker MV engine to create one of the most successful genres of video games: Role Playing Games! As with best-selling titles such as Undertale, Pokémon, Final Fantasy, Earthbound, and Paper Mario, students will create games complete with sprawling maps and tile sets, story-driven characters with dialogue, sophisticated battle systems, event-based coding, and more! By the end of the course, students come away with their own original finished RPG video game to share with friends and family, as well as a huge boost in their technical skills, creative writing skills, and self-confidence!
Hofstra Gifted Academy (HGA) is designed to enrich the lives of advanced students by expanding the scope of experiences provided by their school, while stimulating new creative interests. Students take part in three courses every Saturday morning in their choice of mathematics, science, humanities, and language arts, while being educationally challenged by their instructors in this eight-week program. Each semester brings new courses to the HGA, so register now to prepare your student for years of intellectual stimulation.

Students who wish to participate in the Hofstra Gifted Academy must submit an application and $50 nonrefundable application fee. The application can be found online at ce.hofstra.edu/forms. Once accepted to the HGA, students can register for courses in the current semester or any future semester. For complete program information, visit ce.hofstra.edu/youth.

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Children explore works of art, books about famous artists, and how art is an expression of who we are. Students create their own artistic masterpieces using paint, clay, pastel, marker, chalk, and recycled materials.

Grades K-2
Y5105-51
8 sessions: $265
9:30-10:55 a.m.

Children have fun while they learn about art! Exciting lessons are aligned with NYS and Common Core Visual Art standards to enhance the depth of personal growth within each child. In this class, we use a wide variety of art materials to create art based on the works of famous artists.

Grades 3-5
Y5110-51
8 sessions: $265
11:05 a.m.-12:30 p.m.

This class gives students the opportunity to explore a variety of mediums and artist tools as well as create original work that reflects their own personal vision. Instruction is given in the artistic process using mediums such as pencil, pen and ink, pastels, charcoal, and watercolor painting.

Grades 6-8
Y5350-51
8 sessions: $265
9:30-10:55 a.m.

This class instructs students in the process of creating a coherent portfolio that reflects their own personal vision. Instruction is given in how to take an original idea from rough sketch to finished piece using mediums such as pencil, pen and ink, pastels, color pencils, markers, and watercolor and acrylic painting. The class also emphasizes basic concepts such as anatomy and composition.

Grades 9-12
Y5355-51
8 sessions: $265
11:05 a.m.-12:30 p.m.
Introduction to Cartooning

Students learn the basics of cartooning, including character structure, penciling, inking, coloring, and storytelling, through a series of fun and creative projects such as creating their own character key chains, cards, and buttons, and making their own comic strips.

Grades 2-5
Y6100-51
8 sessions: $265
9:30-10:55 a.m.

Cartooning: Intermediate

With step-by-step instructions, participants learn to draw some of today’s most popular characters while they are introduced to perspective and the proper way to ink and color their work. Students create their own original comic strips, comic books, storyboards, and more with the support and guidance of the instructor.

Limited enrollment; register early!

Grades 5-12
Y6200-51
8 sessions: $265
11:05 a.m.-12:30 p.m.
NYS course review classes focus on the main topics covered within the NYS curriculum for each subject area. Teachers review current curriculum and use prior years’ test questions and supplemental material to help students prepare for course assessments.

### Algebra 1
Y2551-51
8 sessions: $300
9:30-10:55 a.m.

Y2551-52
8 sessions: $300
11:05 a.m.-12:30 p.m.

### Algebra 2
Y2570-51
8 sessions: $300
11:05 a.m.-12:30 p.m.

### Chemistry
Y3412-51
8 sessions: $300
9:30-10:55 a.m.

### Earth Science
Y3410-51
8 sessions: $300
9:30-10:55 a.m.

Y3410-52
8 sessions: $300
11:05 a.m.-12:30 p.m.

### Geometry
Y2560-51
8 sessions: $300
9:30-10:55 a.m.

Y2560-52
8 sessions: $300
11:05 a.m.-12:30 p.m.

### Living Environment
Y3411-52
8 sessions: $300
9:30-10:55 a.m.

The course is a basic skills review of math, reading, writing, grammar, and problem-solving concepts and strategies, and includes the use of past SAT and ACT exams.

For course details, call 516-463-7400.
Virtual Courses

Instructions on how to access our Zoom classes will be sent out, via email, the week of March 13.

Y0106-51
STEM/STEAM: Introduction to Software Development – Python / Grades 5-8
Time: 9-10:55 a.m.  Tuition: $350 / 8 sessions
Students gain an understanding of the basics of programming: how to create, test, and build their own programs; and how to use coding to help them in everyday life. Python is widely used in industry by companies such as Google and is a great language for students to develop programs to help with everyday tasks and homework, and to build their own games. Students are encouraged to have a pen/pencil as well as a notebook for each class.
Course Requirements: Each student must have a workstation (desktop computer, laptop, Chromebook) with a microphone and speakers.

Y0107-51
STEM/STEAM: Introduction to Software Development – Python / Grades 9-12
Time: 11:05 a.m.-1 p.m.  Tuition: $350 / 8 sessions
Same as above.

Y0140-51
Scratch: Introduction to Coding / Grades 2-4
Time: 9-10:25 a.m.  Tuition: $250 / 8 sessions
Students learn basic programming logic, improve math skills, and create games and activities using Scratch. Programming with Scratch offers students of all ages a fun and meaningful introduction to programming. Students learn to program games and activities by snapping together code blocks instead of writing many lines of code. Scratch’s puzzle-like design prevents young coders from getting frustrated with errors related to abstract concepts such as programming syntax and semantics. Furthermore, Scratch allows students to learn programming in a hands-on environment to gain the knowledge and skills needed to succeed in learning traditional programming languages such as Python, Java, and C++.
Course Requirements: Each student must have a workstation (desktop computer, laptop, Chromebook) and a separate device (i.e., smartphone) to join via Zoom.

Y0482-51
Roblox Creators Club / Grades 2-6
Time: 11:05 a.m.-1 p.m.  Tuition: $400 / 8 sessions
This course for Roblox fans will level up students from players to creators. Using the incredible developer tools in Roblox Studio, students design their own vast 3D game worlds with customized interactive objects, realistic special effects, amazing physics systems, and much more! In addition, with Roblox Studio’s Lua programming language, students use coding to customize their games. Students are invited to join us online as new and veteran Roblox players learn and have fun together!
Course Requirements: PC or Mac computer, webcam, and microphone/headset.

Y0463-51
YouTube Producers / Grades 6-12
Time: 11:05 a.m.-1 p.m.  Tuition: $400 / 8 sessions
YouTube is the largest, most successful video platform on the web. In this course, students will graduate from being viewers to becoming creators. Using a variety of recording and capture tools, as well as video, audio, and audio editing tools accessible from home, students learn a wealth of creative and technological skills to prepare them for their next big video idea. In addition, students learn the best way to present themselves and their ideas through creative writing and public speaking – useful skills for any professional field!
Course Requirements: PC or Mac computer, webcam, and microphone/headset.

Y7110-51
Beginning Piano / Grades 3-7
Time: 9:30-10:25 a.m.  Tuition: $200 / 8 sessions
This course is for both beginners and those who have given up on conventional lessons. Students are introduced to music fundamentals and piano study, so previous training is not necessary. Instruction is provided by an experienced piano teacher, with an emphasis on becoming comfortable with the electronic keyboard. Students must have the use of a piano or electronic keyboard at home.

Y7130-51
Guitar for Beginners / Grades 3 and up
Time: 10:30-11:25 a.m.  Tuition: $200 / 8 sessions
This course introduces students to the fundamentals of guitar playing. Musical principles such as melody (single notes), harmony (chords), and rhythm (timing) are covered. The instructor, an experienced teacher and performer, presents the guitar in a variety of stylistic settings (e.g., rock, jazz, blues, classical). No previous experience is needed! Whether your child is seeking to acquire a new skill or develop an existing one, they are sure to benefit from this enjoyable musical experience.
Students must have the use of a guitar at home.

Y8210-51
Road to Success / Grades 6-8
Time: 10:30-11:25 a.m.  Tuition: $200 / 8 sessions
Academic success starts with a solid foundation in studying. As students progress in their academic careers, study skills, time management, note-taking, organizational skills, and test-taking techniques play an integral part in their achievements. This class focuses on these fundamental components to improve a child’s way of studying and learning.

Y1600-51
Spanish for Starters / Grades K-2
Time: 9:30-10:25 a.m.  Tuition: $200 / 8 sessions
¡Bienvenidos! Welcome! Students dive right into an introduction to the Spanish language. Topics include numbers, the alphabet, days of the week, months of the year, and holidays. Taught through storytelling, interactive technology, and hands-on activities, students learn how to read, write, and speak Spanish, and are introduced to Spanish culture.

Y1610-51
Beginner Spanish / Grades 3-5
Time: 10:30-11:25 a.m.  Tuition: $200 / 8 sessions
¡Bienvenidos! Welcome! Students with an interest in learning the Spanish language will enjoy this fun and exciting course. Topics include beginner-level conversations, verbs, popular phrases, and Spanish culture. Students create their own illustrated books – written in Spanish – which are presented to friends and family during the final class.

Y1612-51
Conversational Spanish / Grades 6-8
Time: 9:30-10:25 a.m.  Tuition: $200 / 8 sessions
¡Bienvenidos a la clase de español! The main focus of the class is to increase the student’s ability to use Spanish through the four language functions: listening, speaking, reading, and writing. The class also helps prepare students for the language proficiency examination that they are required to take at the end of eighth grade. Topics include greetings, cultures, grammar, travel expressions, and foods.

Please visit ce.hofstra.edu/youth as more courses are scheduled to be offered.
SATURDAY CLASSES FOR YOUNG PEOPLE GENERAL CALENDAR
Classes: Saturday, March 13-May 8 (No class April 3)

REGISTRATION OPTIONS
You may register online; via telephone, fax or mail; or in person. To register by fax or mail, you may use the registration form included in this publication or download the registration form from our website at ce.hofstra.edu/forms.

ONLINE
New and returning Continuing Education students may register online at ce.hofstra.edu for any course, except those that are part of the Paralegal Studies Certificate Program. In order to register online, you must have a student account ID and password. If you are a returning student, you should already have this information. If not, please call our office at 516-463-7200 or send an email to ce@hofstra.edu and we will be happy to send it to you. Payment must be made by major credit card (MasterCard, Visa, or American Express) or electronic check. If you have any problems registering online or creating a student account, please call our office at 516-463-7200 or send an email to ce@hofstra.edu.

BY FAX
The registration form can be faxed to 516-463-4836 anytime. Payment must be made by major credit card (MasterCard, Visa or American Express).

BY PHONE
Telephone registrations are accepted at 516-463-7200, Monday-Friday, 8 a.m. to 7 p.m., and Saturday, 8 a.m. to 2 p.m. Payment must be made by major credit card (MasterCard, Visa, or American Express).

BY MAIL
Mail a completed registration form at least one week before the first day of class to:
Hofstra University Continuing Education Registration Office
Oak Street Center, 255 Hofstra University, Hempstead, NY 11549-2550
Payment must accompany registration form and can be made by personal check or major credit card (MasterCard, Visa, or American Express).

IN PERSON
Visit our office, located at the Oak Street Center, on the North Campus of Hofstra University (101 Oak Street, Uniondale*). Offices are open Monday-Friday, 8 a.m. to 7 p.m., and Saturday, 8 a.m. to 2 p.m. Payment may be made by personal check or major credit card (MasterCard, Visa, or American Express). *for GPS only

TUITION AND FEES
• Tuition as listed with each course description.
• Application fee (Hofstra Gifted Academy): $50

OTHER FEES AND CHARGES
• Returned check/declined credit card: $35

PAYMENT METHODS. Tuition and fees are to be paid in full at the time of registration. Acceptable forms of payment are personal check, bank check, money order, and major credit card (MasterCard, Visa, or American Express). Cash, second- or third-party checks, and credit card checks are not accepted. Checks must be made payable to Hofstra University, in U.S. dollars and drawn on a U.S. bank. When paying by check, you authorize check payments to be processed as Automated Clearing House (“ACH”) transactions, which immediately debit the account. The process will read the information from a paper check and convert it to an electronic payment or debit transaction. The result is that funds may be withdrawn from your account as soon as we receive your payment, and you will not receive your check back from your financial institution. For online registration, only credit cards or electronic checks are accepted as payment.

*Note: Money orders and bank-certified check payments cannot be used for online registration.

Veterans. Various programs have been approved by the Department of Veterans Affairs for tuition reimbursement to eligible veterans. For information, call 1-888-GI-BILL-1 (1-888-442-4551). Hofstra University does not guarantee reimbursement and urges you to check course approvals.

ACCES-VR. New York State Education Department ACCES-VR (formerly known as VESID) vouchers are accepted. For inquiries or an application, please call Seth Liebstein at 516-463-6961.

Tax Deduction for Education. Under certain circumstances, educational expenses undertaken to maintain or improve job skills may be deductible for income tax purposes. Also, education assistance under an employer’s education plan may be considered nontaxable income. Students are advised to bring this to the attention of their tax advisor or accountant.

REGISTRATION PROCEDURES
You may register online; via telephone, fax at 516-463-4836, or mail; or in person. Tuition and fees are to be paid in full at the time of registration.
Add/Drop. Students registered for Continuing Education courses may request to add one course and drop another, by sending an add/drop/withdrawal request in writing (using the Add/Drop/Withdrawal form) to the Continuing Education Registrar's Office via fax at 516-463-4836, postal mail, or in person. Certificate students must obtain their advisor's approval prior to making schedule changes.

Withdrawing From a CE Course for a Refund. All programs are subject to a $25 fee for withdrawing before the program begins. No refunds will be issued after the program's start date. For additional information about the refund policies and procedures, please refer to ce.hofstra.edu/refund.

Refunds for Canceled Courses. Hofstra University Continuing Education reserves the right to cancel courses or adjust curriculum. Typical reasons for course cancellation include insufficient enrollment, withdrawal of the instructor, or inability to schedule appropriate instructional space. If you are registered for a course that is canceled, Continuing Education will notify you by telephone or mail. You will be asked if you wish to register for a different course or if you wish a full refund of tuition and fees. Refunds will be issued only in the original form of payment.

Refunds for Hofstra Summer Camps. Call 516-463-CAMP for details.

Add/Drop/Withdrawal and Refunds. To receive a refund, students must complete the Add/Drop/Withdrawal form and forward it to the Continuing Education Registrar's Office. Refunds are not granted to students receiving incomplete and/or failing grades in a specific course.

Paralegal Studies Program Tuition Refund, Withdrawal, and Leave of Absence Policy. For information about the Paralegal Studies Program's tuition refund, withdrawal, and leave of absence policy, please refer to the Paralegal Studies Student Handbook or contact Stacey Kerins at 516-463-6333.

ADMINISTRATIVE POLICIES
Transcripts. Noncredit students may request a transcript through the Continuing Education Registrar's Office. Continuing Education official transcripts will be mailed to the student's home address or to a third party. Unofficial transcripts may be picked up in person. There is a nonrefundable fee of $5 per copy, which must be paid by the student's own personal check, MasterCard, Visa, or American Express; cash is not accepted. All noncredit transcript requests must be made in writing by completing the Continuing Education Transcript Request form. The Continuing Education and Paralegal Transcript Request forms can be found at ce.hofstra.edu/forms and must be submitted with payment. Processing of requests takes approximately two business days.

Credit students must request a transcript from the Hofstra University Office of Academic Records; its transcript request form can be found at hofstra.edu/academicrecords.

Changing Your Name or Contact Information. If your name, address, phone number, or email address changes at any time, please contact the Continuing Education Registrar's Office as soon as possible to request a CE Student Profile Change form, or download the form at ce.hofstra.edu/forms. Some change of information requests require verification. Please be prepared to provide a valid government-issued photo identification card or legal documentation.

Please note that it is important for us to have your current contact information so that you will receive all important letters and notices from Hofstra University Continuing Education.

Admission to Class. All persons wishing to attend any course or event offered by Hofstra University Continuing Education must be properly registered. Be prepared to show a current-term schedule confirmation to the instructor for admission to any class. If you have not received your schedule confirmation or have forgotten or lost it, you may be admitted to class if your name appears on the course roster.

Schedule Confirmation. A schedule confirmation will be sent to the email address and mailing address on record. Please retain the schedule confirmation for your records.

GENERAL INFORMATION
Hofstra University Bookstore/Post Office. Located in the Mack Student Center, North Campus, the Bookstore stocks all required course materials as well as Hofstra apparel, gifts, sundries, office supplies, magazines, candy/snacks, and greeting cards. Textbooks can be ordered online at hofstra.bncollege.com. The Post Office, located outside the Bookstore on the lower level, sells stamps, issues money orders, and offers typical mail-related services. Hours for the Bookstore and Post Office vary. Please visit hofstra.bncollege.com or call 516-463-6654 for more information.

Classroom Locations. The location of your classroom will be listed on the schedule and email confirmations sent prior to the start of classes. Classroom locations for Continuing Education classes can also be viewed at ce.hofstra.edu/classrooms. Classroom locations are subject to change; please refer to this website for the most up-to-date classroom assignments.

DISCIPLINE
Hofstra University reserves the right to refuse enrollment in or admittance to any Continuing Education course to any student who engages in conduct deemed by Hofstra, in its sole discretion, as interfering with the learning experience or safety of any person in the Hofstra community. Laws prohibiting harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status, or any other legally protected status are observed and enforced. Students are expected to familiarize themselves and comply with academic regulations and established practices of the University and Continuing Education. If, pursuant to such regulations or practices, the withdrawal of a student is required before the end of the term for which tuition has been paid, a refund will be made according to the standard schedule for refunds.
POLICY ON STUDENT CONDUCT

Introduction

Students enrolled in noncredit courses at Hofstra University Continuing Education can take advantage of the privileges afforded to all members of the Hofstra academic community for the duration of their enrollment, including access to facilities and assistance from faculty members and staff. Students must comply with all applicable Hofstra rules and policies governing student conduct.

Policy Statement

Students enrolled in noncredit courses are expected to demonstrate appropriate professional and personal behavior in the classroom, on campus, at on-site visits, at internships, and in other situations applicable to their role as Hofstra students. They are expected to practice civility and respect in their interactions with others in the University community; to abide by the principles of academic integrity; to represent honestly their noncredit status at the University; and to refrain from conducting themselves in ways that compromise the reputation, academic processes, or regular operations of the University.

Behavior subject to disciplinary action includes behavior that violates University rules of conduct; the policies of Hofstra University; any local, state, or federal laws; and conduct deemed by Hofstra to not comply with the expectations described in this policy or to interfere with the learning experience, safety, or well-being of any person in the Hofstra community, wherever any such behavior occurs. Examples of conduct that is subject to review include, but are not limited to, harassing students, faculty, and staff members; contributing to an unsafe environment; interfering with academic classes or events; disrupting University functions, programs, and activities; compromising the academic or administrative process by making excessive and unreasonable demands on faculty or administrative staff; accessing or using Hofstra facilities or files (including electronic files) without authorization; jeopardizing the health, well-being, or safety of any member of the Hofstra community; causing damage to University facilities, property, or equipment; and the inappropriate use of University electronic services (e.g., running a business, spamming, and any other form of electronic/email harassment).

Disciplinary Sanctions

Adult Programs:

Students engaging in violations of this policy may be directed by Hofstra faculty or staff to leave the classroom or other educational setting immediately. Any student determined by the head of the department to have engaged in violations of this policy shall be subject to the imposition of further sanctions, such as, but not limited to, suspension from the course for a stated period, dismissal from the course or program, prohibition from future enrollment, and notation on the student's record. Hofstra shall have sole discretion in determining whether a violation of this policy has occurred. The student may request an appeal of the sanction, in writing, within seven (7) days of notice of the sanction. The divisional dean will review the appeal and render a decision, which shall be final and binding.

Youth Programs:

I understand and agree that my child will comply with the University's rules, standards, and instructions. I understand that the University and its agents and employees have the right to enforce its standards and may at any time terminate my child's participation in Saturday Classes for failure to maintain these standards or for any conduct which the University or its agents consider to be incompatible with the interest and welfare of the other Saturday Classes participants or the University. I understand that I will not be entitled to any refund if my child's participation in Saturday Classes is terminated as described in this paragraph.

CELL PHONE USE – ADULT PROGRAMS

Students are NOT permitted to use cell phones during program activities.

CELL PHONE USE – YOUTH PROGRAMS

Students are NOT permitted to use cell phones during program activities. Students who violate this policy will be removed from the program, and their parent/legal guardian will be notified. No refunds and/or credits will be issued if a student is removed from any program due to a violation of this policy. In case of an emergency, students/campers may request permission from the counselor/instructor to make a phone call to their parents.

Forms. Forms mentioned in this publication are available on the Continuing Education website at ce.hofstra.edu/forms.

Parking. There are no parking restrictions on campus after 5 p.m. However, before 5 p.m., Continuing Education students must observe the University's parking lot restrictions. Parking restrictions can be found on the Hofstra University Public Safety website at hofstra.edu/parking.

Student Advising. Continuing Education program directors and Student Services staff are available to assist you in deciding which program(s) or course(s) will best meet your educational, personal and professional goals. For advisement, please call 516-463-7200.

Weather Emergency. Continuing Education may cancel courses due to a weather emergency, even when Hofstra University remains open. Call the Continuing Education offices at 516-463-7200, Public Safety at 516-463-6606, or Hofstra's Weather Hotline at 516-463-SNOW for accurate information.

Questions? If you have any questions or concerns, please email us at ce@hofstra.edu or call us at 516-463-7200.

Disclaimer. The information contained within this publication, including schedules, instructor assignments, tuition, and fees, is subject to change without notice at the sole discretion of Continuing Education. For the most up-to-date information, please visit the Hofstra University Continuing Education website at ce.hofstra.edu. Hofstra University is not responsible for errors or omissions contained in this publication.
NONDISCRIMINATION POLICY
Hofstra University is committed to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status (characteristics collectively referred to as “Protected Characteristics”) in employment and in the conduct and operation of Hofstra University’s educational programs and activities, including admissions, scholarship and loan programs, and athletic and other school-administered programs. This statement of nondiscrimination is in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act, the Age Discrimination Act, and other applicable federal, state, and local laws and regulations relating to nondiscrimination (“Equal Opportunity Laws”). The Equal Rights and Opportunity Officer is the University’s official responsible for coordinating its overall adherence to Equal Opportunity Laws. Questions or concerns regarding any of these laws, other aspects of Hofstra’s Nondiscrimination Policy, or regarding Title IX as it relates to reports against employees or other nonstudents, should be directed to the Equal Rights and Opportunity Officer, who also serves as the Title IX Officer for Employee Matters, at HumanResources@Hofstra.edu, 516-463-6859, 205 Hofstra University, Hempstead, NY 11549. Student-related questions or concerns regarding Title IX should be directed to the Title IX Officer for Student Issues at StudentTitleIX@Hofstra.edu, 516-463-5841, 127 Wellness & Campus Living Center, Hempstead, NY 11549. For additional contacts and related policies and resources, see hofstra.edu/eoe.

CAMPUS CRIME REPORTING AND FIRE SAFETY STATISTICS
In compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and other federal law, detailed information on campus security and fire safety, including statistics, is available by accessing the Hofstra website at hofstra.edu/campussafetyreport or by contacting the Advisory Committee on Campus Safety. Crime statistics are also available at the U.S. Department of Education website at ope.ed.gov/security.

The Advisory Committee on Campus Safety will provide upon request all campus crime and fire safety statistics as reported to the U.S. Department of Education. For additional information or a paper copy of the report, please call the Department of Public Safety at 516-463-6606.

HOFSTRA UNIVERSITY HARASSMENT POLICY
Hofstra’s prohibition against discrimination is also addressed in Hofstra’s Harassment Policy. The Harassment Policy prohibits harassment— including sexual harassment and sexual violence— based on race, color, religion, sex, sexual orientation, gender identity or expression, age, national or ethnic origin, physical or mental disability, marital or veteran status. Hofstra University is committed to a professional and interpersonal work environment ensuring that all individuals are treated with respect and professionalism. Hofstra University’s Harassment Policy is available online at hofstra.edu/harassment.
Course Registration

PLEASE PRINT CLEARLY.
*Denotes required fields

FALL ☐ SPRING ☐ SUMMER ☐ M ☐ F

*Student’s Last Name  *First Name  M.I.  Male / Female

*Address  

Date of Birth (required under 18 years old)

*City  *State  *ZIP

*Home Phone  Cell Phone  Work Phone

*Email  Organization

FOR CHILD’S REGISTRATION ONLY (UNDER 18)

*Parent’s Name

*Emergency Contact (other than parent)

*Emergency Contact Phone Number

*Student Age  *Date of Birth  *Grade

*COURSE INFORMATION

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*METHODOF PAYMENT

☐ **Check enclosed  ☐ Type of Bank Account  ☐ Checking  ☐ Savings  ☐ Charge to  ☐ Visa  ☐ MasterCard  ☐ American Express

Account Holder’s Name (please print)

Card Number  Exp. Date  Security Code

[AmEx cards utilize 4 digits]

*Account Holder’s Signature

Billing Address for Credit Card  City  State  ZIP

OFFICE USE ONLY

Date  Initials

Payment Reference #  Order # 

Fax this registration form to 516-463-4836 or mail to: Registrar’s Office, Oak Street Center, 255 Hofstra University, Hempstead, NY 11549-2550

Hofstra University Confidential

**When paying by check, you authorize check payments to be processed as Automated Clearing House ("ACH") transactions, which immediately debit the account. The process will read the information from a paper check and convert it to an electronic payment or debit transaction. The result is that funds may be withdrawn from your account as soon as we receive your payment, and you will not receive your check back from your financial institution.