



Course Offerings Schedule: Summer Quarter 2022 ***(Tuesday, July 5 - Friday, September 16)***

Important Registration Dates

Pre-Registration Period (Current Students): May 25, 2022 - June 3, 2022
Open Registration Period (All Students): June 6, 2022 - June 17, 2022
Last Day of Registration: **June 17, 2022**
(course requests for Summer 2022 will not be accepted after this date)

Add/Drop Period for Registered Students: July 5, 2022 - July 8, 2022
Last Day of Add/Drop Period for Registered Students: **July 8, 2022**
(add/drop requests for Summer 2022 will not be accepted after this date)

Waitlist Adjustment Period: July 11, 2022 - July 15, 2022
Last Day of Waitlist Adjustment Period: **July 15, 2022**
(adjustment requests for Summer 2022 will not be accepted after this date)

Important Quarter Dates

First Day of Summer 2022 Quarter: **July 5, 2022**
Mid-Quarter Break: August 8, 2022 - August 12, 2022
(no classes)
Last Day of Summer 2022 Quarter: **September 16, 2022**
Intra-Quarter Break: September 19, 2022 - September 30, 2022
(no classes)



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Day	Time	Class Name	Lead	Type
Monday	3:00 pm - 4:00 pm	Pound Fitness: Monday to the Max †	Matarangas	Hybrid
	3:00 pm - 4:00 pm	World History	Heathcote	Hybrid
	4:30 pm - 5:30 pm	Belly Dancing	Matarangas	TBD
	4:30 pm - 5:30 pm	Concert Choir 101	Ramirez	Zoom
	4:30 pm - 5:30 pm	Sign Language 101 A †	Weaver	Zoom
	6:00 pm - 7:00 pm	Fitness Fusion Dance Party: Happy Feet	Matarangas	Zoom
	6:00 pm - 7:00 pm	The Joy of Baking	Kim	Zoom
Tuesday	10:30 am - 11:30 am	Graduate Voiceover 102*	Matarangas	TBD
	10:30 am - 11:30 am	Joy of Ballet	Ramirez	Zoom
	10:30 am - 11:30 am	Speaking with Confidence 101 A †	Weaver	Zoom
	12:00 pm - 1:00 pm	Computer Coding I	Reisman	Hybrid
	12:00 pm - 1:00 pm	Graduate Scene Study*	Riley	Hybrid
	12:00 pm - 1:00 pm	Reading Partners 101	Weaver	Zoom
	1:30 pm - 2:30 pm	Acting 103: Stage Performance*	Riley	Hybrid
	1:30 pm - 2:30 pm	Digital Arts	Reisman	Hybrid
	1:30 pm - 2:30 pm	Music Appreciation: Composer Legends	Lea	Zoom
	1:30 pm - 2:30 pm	Science Special Topics A: The Animal Kingdom	Coronado	Zoom
	3:00 pm - 4:00 pm	Contemporary & Cultural Dance	Matarangas	TBD
	3:00 pm - 4:00 pm	Film Studies 101	Dubinsky	Zoom
	3:00 pm - 4:00 pm	Inncercise: Mindfulness & Compassion	Lea	Zoom
	3:00 pm - 4:00 pm	Science Special Topics B: Paleontology	Coronado	Hybrid
	4:00 pm - 4:30 pm	YANA/Student Checkin Club	Pursai	Hybrid
	4:30 pm - 5:30 pm	Dance of Peace: Joy of Living †	Ramirez	Zoom
	4:30 pm - 5:30 pm	Computer Coding II*	Reisman	Hybrid
	4:30 pm - 5:30 pm	Traditional Art: Elements of Art †	Ferguson	Zoom
6:00 pm - 7:00 pm	Easy Peasy Book Creation: Writing&Illustration	Ferguson	Zoom	

*Graduate class, prerequisites required. Contact the lead instructor for specific information

**Post-Graduate class, prerequisites required. Contact the lead instructor for specific information

†Course offered on multiple days. See Waitlist policies



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Day	Time	Class Name	Lead	Type
Wednesday	10:30 am - 11:30 am	Joy of Broadway Dance	Zillman	Hybrid
	10:30 am - 11:30 am	Pop Culture 101 A †	Lindsay	TBD
	12:00 pm - 1:00 pm	Poetry	Weaver	Zoom
	12:00 pm - 1:00 pm	Seated Chair Yoga	Ramirez	Hybrid
	12:00 pm - 1:00 pm	Traditional Art: Art Interpretation †	Lindsay	TBD
	1:30 pm - 2:30 pm	Computer Gaming 101 A†	Lindsay	TBD
	1:30 pm - 2:30 pm	Graduate Sign Language 102*	Weaver	Zoom
	3:00 pm - 4:00 pm	Food Smarts: The Art of Nutrition	Schmidt	Zoom
	3:00 pm - 4:00 pm	Pound Fitness: Workout Wednesday †	Matarangas	Hybrid
	4:30 pm - 5:30 pm	Introduction to Employment Skills	Pursai	Hybrid
	4:30 pm - 5:30 pm	Pet Palooza: Caring for Animals	Ferguson	Zoom
	4:30 pm - 5:30 pm	Write Your Own Song*	Reisman	Zoom
	6:00 pm - 7:00 pm	Spanish 101	Coronado	Zoom
6:00 pm - 7:00 pm	The Art of Healthful Cooking	Schmidt	Zoom	
Thursday	10:00 am - 10:30 am	YANA/Student Checkin Club	Pursai	Hybrid
	10:30 am - 11:30 am	Basic Computer Skills	Reisman	Hybrid
	10:30 am - 11:30 am	Dance of Peace: Healthy & Happy †	Ramirez	Hybrid
	10:30 am - 11:30 am	Reading & Writing Workshop	Weaver	Zoom
	12:00 pm - 1:00 pm	Adaptive Guitar	Ramirez	Hybrid
	12:00 pm - 1:00 pm	Pop Culture 101 B †	Lindsay	TBD
	1:30 pm - 2:30 pm	Acting 102: Acting for Theatre	Thrasher	Zoom
	1:30 pm - 2:30 pm	Graduate Digital Arts*	Reisman	Hybrid
	1:30 pm - 2:30 pm	Speaking with Confidence 101 B †	Weaver	Zoom
	3:00 pm - 4:00 pm	Graduate Dance: Fun in the Sun*	Matarangas	Hybrid
	3:00 pm - 4:00 pm	Technical Theatre & Design	Thrasher	Zoom
	3:00 pm - 4:00 pm	U.S. History	Heathcote	Hybrid
	4:30 pm - 5:30 pm	Graduate Dance: Fall Festival*	Matarangas	Hybrid
	4:30 pm - 5:30 pm	Voiceover 101	Thrasher	Zoom
	6:00 pm - 7:00 pm	Acting 101: Theatre Games	Thrasher	Zoom
6:00 pm - 7:00 pm	Beginning Still Life: Drawing & Painting	Ferguson	Zoom	
6:00 pm - 7:00 pm	Graduate Writing Lab*	Weaver	Zoom	

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**Post-Graduate class, prerequisites required. Contact the lead instructor for specific information

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Day	Time	Class Name	Lead	Type
Friday	10:30 am - 11:30 am	Introduction to Online Publishing	Weaver	Zoom
	12:00 pm - 1:00 pm	Graduate Theatre Troupe*	Thrasher	Zoom
	1:30 pm - 2:30 pm	Pound Fitness: Full Force Friday †	Matarangas	Hybrid
	1:30 pm - 2:30 pm	Sign Language 101 B †	Weaver	Zoom
	3:00 pm - 4:00 pm	Advocacy & Engagement	Riley	Zoom
	3:00 pm - 4:00 pm	CAA Cardinal Cheer Squad	Matarangas	Hybrid
	3:00 pm - 4:00 pm	Computer Gaming 101 B †	Lindsay	Zoom
	4:30 pm - 5:30 pm	Traditional Art: Color & Expression †	Ferguson	Hybrid

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**Post-Graduate class, prerequisites required. Contact the lead instructor for specific information

†Course offered on multiple days. See Waitlist policies

For More Information...

Immediate help, including Zoom link assistance:

408-538-3809 #0

Attendance: attendance@collegeofadaptivearts.org

Course Requests: registrar@collegeofadaptivearts.org

General Information & Front Desk: info@collegeofadaptivearts.org, 408-538-3809 #0

POS Funding, Regional Centers & Private Pay Tuition: bobbi@collegeofadaptivearts.org

Student Administration Portal help: deanna@collegeofadaptivearts.org,
bobbi@collegeofadaptivearts.org, or registrar@collegeofadaptivearts.org

Tech Support & Zoom Training: michael.reisman@collegeofadaptivearts.org

Website: <https://www.collegeofadaptivearts.org/>



Important Information

*****Watch for the CAA Updates for latest information each week*****

Class Types: Hybrid (onsite/online) or Zoom (online only)

- **Contact our Director of Research & Programs, Dr. Pam Lindsay, for details**, and check the CAA Weekly Updates for the latest & greatest news on hybrid classes.

- **Hybrid classes provide students with the option to take the class onsite or online.** We will be hosting up to 2 hybrid classes onsite each timeframe from 10:30 am - 5:30 pm at our flagship campus on the West Valley College campus. We can have 12 onsite students maximum per class onsite. Students must be on the class roster to attend a class onsite.

- **Zoom classes are offered as an online only option, and we will not be able to provide onsite accommodations for students in these classes.** Please plan accordingly:

- **Students at CAA that are attending classes designated as online only must bring their own device along with headphones that have a mic**

- Students will need to connect to the Guest wifi network and be able to join their class via their device without assistance

- If they are unable to independently connect to their class, they will need a care provider's assistance to make that connection

- The observation area is a good place for them to be seated in while attending their online only class from their device, but there are areas on the West Valley Campus they can also sit such as the Coffee Cart and Library

- **The CAA site manager can provide the CAA Guest network connection information, but will not be able provide further onsite accommodations for the students in these classes. If further accommodations or assistance is needed, a care provider will need to remain on campus with the student**

- Please contact Dr. Pam Lindsay and check out our Weekly Updates for covid safety requirements/precautions for hybrid classes and onsite activities.



Important Information

****Watch for the CAA Updates for latest information each week****

Clubs and Club Teams

Contact our Director of Research & Programs, Dr. Pam Lindsay, for details

*CAA currently offers 2 types of clubs - Clubs that happen during the week aligned with the quarter and have the option to be covered by Regional Centers, and Club Teams that happen outside of CAA's regular quarterly schedule and are currently requiring a private pay model.

*The YANA/Student Check-in Club happens during the week aligned with the current quarter classes. This is an activity you can register for through your student administration portal and submit to the Regional Center for POS processing or pay for via our private pay tuition model.

*The other CAA Club Teams happen on Saturdays and are currently a private pay model. They extend beyond the regular school hours of 10 weeks of instruction. Club Team activities happen for 6-month time frames, two Saturdays/month. Private pay is \$125 per CAA Club Team per season. This covers the cost of staffing, rentals, uniforms, and equipment needs.

*Here's the private pay link, \$125/Club Team:

<https://donate.collegeofadaptivearts.org/event/caa-saturday-team-registration-fee/e407863>

*Club and Club Team Offerings, Summer 2022

*YANA/Student Check-in Club - *Regional Center will cover the POS*

*Golf Club Team - *private pay tuition model*

*Bowling Club Team - *private pay tuition model*

*Gaming Club Team - *private pay tuition model; future offerings*

Course Credit for Electives in the Community

Contact our Director of Research & Programs, Dr. Pam Lindsay, for details

*CAA will grant up to 1.5 credits for approved elective classes in the community. Email registrar@collegeofadaptivearts.org regarding registration for outside elective credit.

Examples of current elective options include:

*All Adaptive Health/Fitness/Swimming Classes at the YMCA on The Alameda

*Buddies in Action, Personal Fitness Training, <http://www.buddiesinaction.com/>

*AnT Swim School, <http://www.antswim.com/>

*Latizmo Productions, latizmohiphop.com

*Inclusive World, www.inclusiveworld.org



Important Information

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Frequently Requested Info: CAA Funding Inquiries at Regional Centers

When meeting with your case manager to complete a POS form requesting class coverage, you may need the following information

- *CAA is a charitable nonprofit
- *CAA's s vendor number is ZS0975
- *CAA's budget code is 102 Group
- *Consumers must get pre-approval for hours intended for POS coverage prior to quarterly attendance
- *Students should submit hours requests for blocks of 2 quarters
- *Classes are 1 hour/1 unit per week for 10 weeks each quarter:
 - 1 unit x 10 weeks = 10 units total per class/per quarter
 - The Busrar will provide adjusted unit info if holidays change the units for a class*
- *Up to 12 classes may be covered: 12 units per week/120 units per quarter
- *Start/end dates are provided in this document, in the "Weekly Updates" emailed out every Monday, and on our website: www.collegeofadaptivearts.org
- *Students are 18 years of age or older; there is no age or time limit for participation
- *CAA provides opportunities for lifelong adult education in a collegiate environment emphasizing personal responsibility, self-advocacy, independence, community involvement & applied cognitive skill-building through learning & class/community events, offering private diplomas (non-transferrable to state-accredited organizations)
- *Students may take 1 class for a certificate; take classes periodically; pursue a CAA diploma in a selected field of study; or pursue new diploma tracks on an ongoing basis
- *An example of student objectives connected to their studies, including benchmark ("before") and target ("after") goals, include a level of current occurrence and sustained or additional outcomes through experience in a particular class or classes
- *CAA class credits, applied toward students' diploma or certificate goals, are awarded based on exposure to & experience with class concepts at each individual student's own pace & level of ability with instruction toward increased independent use of skills
 - 0-1 days=0 credit
 - 2-4 days=1 credit
 - 5-7 days=2 credits
 - 8-10 days=3 (*full credit for the class*)



Requesting Courses

*****Read any instructions & policies provided in this document, on the CAA website, in weekly updates, on the portal, and sent via email*****

We provide all the answers you'll need, so check out these handy resources for quick answers

Here's what you need to know about requesting courses

- **It is the responsibility of the families to keep informed** about due dates, procedures, and policies, as well as to check their emails and portals for notifications from staff about their class schedules and registration updates
- **Processing times can take up to a week for all forms and all course requests, so hang tight!** Emailing multiple times a day will slow down response times
- **Requests are processed in the order they are received.** There is no way to jump the queue ahead of other students as we want to honor our students and staff. Contacting Professors, Operational Staff, Executives, and Administrators will not result in jumping the queue ahead of other students
- **Requesting courses does not guarantee a spot on the roster.** Make sure to read your class schedule and check all your inboxes, including spam folders, for notifications regarding any updates to your class schedule
- **Course requests can only be made via the Course Request Form, and add/drop requests can only be made via emailing the Office of the Registrar.** Requests made via voicemails, phone calls, and emailed Course Request Form cannot be accommodated at this time. Please do not email CAA Manager, Sarah Thrasher, directly via her work email; email her and her team via the registrar@collegeofadaptivearts.org email address



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How to request courses

- When your student's Registration Period begins (*see dates page*), **you will find the link for the Course Request Form in the primary contact's portal under the "Course Requests" tab**
 - If you are a Current Student and do not see the Course Request Form, make sure you are logged in as the **primary contact**
 - If you are a Prospective Student, New Student, or Returning Student and don't see the Course Request Form in your portal, double check that you've got the right dates and that you've completed all required steps to enrollment/re-enrollment
- **Email the Office of the Registrar for requests to change your Class Schedule after you've submitted your Course Request Form.** This includes Adds/Drops, and requesting an alternate class. Please do not email CAA Manager, Sarah Thrasher, directly via her work email; email her and her team via the **registrar@collegeofadaptivearts.org** email address
- **Requests are processed in the order they are received. Processing times can take up to a week for all forms and all class requests.**
- **Course requests can only be made via the Course Request Form; add/drop requests can only be made via emailing the Office of the Registrar**
- If the final day of the registration periods for the Summer 2022 quarter is missed, students are encouraged to re-enroll for the following quarter, as the College of Adaptive Arts is a lifelong learning model and we will be very excited to see them!



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What's Next

- **Once a student is scheduled to class rosters, the Class Schedule can be downloaded from the E-Locker in your portal**

- **If you do not see a class you requested on your Class Schedule or it says "WAITLIST" on your Class Schedule**, then the class is either full and you have been waitlisted for that class (*see waitlist policy*), the class is a class that is offered on multiple days (*see the policy for classes offered on multiple day*); or there is a pending Graduate/Post-Graduate class request
 - **Email the Office of the Registrar at registrar@collegeofadaptivearts.org to request changes to your Class Schedule or to make an alternate class selection if you have been Waitlisted.** Requests are processed by order of submission, and processing times are 1 week. Requests to change your Class Schedule can only be made via email

- **Once you have your Class Schedule, follow the payment instructions provided below by our Bursar, Bobbi Tafoya.** Email Bobbi Tafoya at bobbi@collegeofadaptivearts with questions
 - **Regional Center Tuition:** Email a copy of your class schedule to your service coordinator to begin the POS process with your regional center, copying Bobbi Tafoya at bobbi@collegeofadaptivearts

 - Once Bobbi receives a screenshot of the submitted POS from the regional center, you will be cleared to have access to Zoom links for the quarter once the Zoom Links Schedule is released

 - **Private Tuition Payment:** Email Bobbi Tafoya at bobbi@collegeofadaptivearts.org to receive the Private Pay Tuition link. Once payment has been verified, Zoom links for the quarter will be emailed out once the Zoom Links Schedule is released



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Add/Drop Period

- **The Add/Drop Period is the first week of the quarter** (*see dates page*). Only students who requested classes during the Summer 2022 Registration Periods will be eligible to add/drop classes. **Email the Office of the Registrar at registrar@collegeofadaptivearts.org to make Add/Drop requests to your Class Schedule**
- **See the next page for the Waitlist Policy and the Policy for courses that are offered on Multiple Days**
- **It could take through the end of the second week of the quarter to resolve the Waitlists**, we appreciate your patience. At that point, you will be notified via email that you will need to select an alternate class from the list of classes with availability. Should an alternate class not be selected by the due date provided, we may not be able to accommodate late requests
- **Requests are processed in the order they were received. Processing times take up to 1 week, so hang tight! There is no way to jump the queue ahead of other students as it is important to CAA to honor our students and staff.** Contacting Staff will not result in jumping the queue ahead of other students
- Once your Add/Drop request is processed, you'll be able to download your updated Class Schedule from the E-Locker in your portal



Requesting Courses

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Waitlist Policy

- **Once a class roster is full, students will be added to a waitlist for the class, and you will see "WAITLIST" on your Class Schedule. Students will only be added from the waitlist if spots open up on the roster** (meaning another student dropped the class)
- **It could take through the end of the second week of the quarter to resolve the Waitlists**, we appreciate your patience. At that point, you will be notified via email that you will need to select an alternate class from the list of classes with availability. Should an alternate class not be selected by the due date provided, we may not be able to accommodate late requests

Policy for Highly Popular Classes offered on Multiple Days

- Due the enormous popularity of some of our courses, we are now offering more of these courses on multiple days! *Examples: Pound Fitness, Computer Gaming, and Traditional Arts*
- **Students who request multiple sections of a course that is offered on multiple days will initially only be added to the roster for one day of that course, if there is availability. Students will see "WAITLIST" on their Class Schedule for the other requested section(s).** You may email the Office of the Registrar at registrar@collegeofadaptivearts.org to request alternate class(es), which you may then drop should a spot become available later on
- After the Add/Drop Period, students will be added to the other day(s) of the course(s) if there is still availability on the roster(s). If there was not availability, students will have then have another opportunity to request alternate class(es) from the list of classes with availability
- Thank you for your understanding - we are thrilled that these classes are so popular, and we want to make sure every student has an equitable opportunity to take them