

Important Student Information

1. **Refunds:** There are positively NO REFUNDS and no exceptions. The Deaf Action Center is a non-profit agency which derives its funding from donations, grants, gifts, and the provision of sign language classes.
2. **Absences:** Student must attend 75% of the classes. This is calculated to mean NO MORE than 2 missed classes. Students may utilize Library materials for any missed class work. However, absences CAN NOT be made-up.
3. **Progressing to Next Level of Study:** The following requirements must be met in order for a student to progress to the next level of study: Students MUST COMPLETE the "Planet Deaf" activity in order to successfully complete the course. Students are encouraged to bring potluck food items for this final class activity. Students must score an 80% or better in each of three categories of study: General Knowledge, Receptive, and Expressive Signing.
4. **Reduced Tuition:** The Center offers a reduced rate for family members of persons who are Deaf. In order to take advantage of this reduced pricing the student must: live with a deaf or hard of hearing person; must be an immediate family member (defined as Mother, Father, Sister, Brother or Step-parent); and the deaf family member must use sign language or be enrolled in the course at no charge.
5. **Kitchen:** The kitchen contains a refrigerator, stove, microwave and other appliances you may utilize to keep snacks and drinks. Coffee is provided each evening. We do not charge for coffee but a .25 donation for each cup is appreciated.
6. **Restrooms:** There are two restrooms located in the front lobby. You may use either one. The ANNEX contains one restroom and it is located off of the kitchen area.
7. **Exits:** There are three exits located in the building. The front door exit is to be used by students having class in the lobby or library. The second exit is located on the West wall of the Great Room. NOTE: When using this exit please turn immediately to your right after passing through the door. The third exit is located by the kitchen door and opens to the parking area. NOTE: When using the kitchen exit there is a wooden fence approximately ten feet beyond the outside door.
8. **Lights:** The Center utilizes a light system for deaf and hard of hearing people. The color designations are as follows: Red - Fire, Green - Front Doorbell, Blue - Telephone, Yellow - Natural Disaster. (The yellow light has been replaced by a white light in the Great Room.) Should the yellow, white, or red lights be on, please move to the closest exit.
9. **Parking Lot:** There are two parking lots. One lot is located behind the building and the other is across Creswell to the East of the main building. You may also utilize street or curb side parking. You may also use the parking lot located at the law offices of Mayer Smith and Roberts (1550 Creswell Ave.). PLEASE DO NOT LEAVE VALUABLES IN YOUR CAR. Lock all valuables in your trunk. We do provide security lighting but this does not guarantee the safety of your car or belongings. The Center is NOT responsible for the loss of or damage to your property or vehicle.
10. **Library:** The Center's Library is located just off the lobby in the front of the building. All books and video tapes must be utilized in the building. We do not permit the "checking-out" of materials due to loss and theft. Please contact the front desk and make an appointment to utilize the Library. Normal working hours are 8am-4:30 pm Monday through Thursday and 8am - 12pm on Fridays.
11. **Center's Hours of Operation:** The Center's hours of operation are 8am - 4:30 pm Monday through Thursday and 8am - 12pm on Friday. Doors will open 30 minutes prior to class starting.

12. **Signers vs. Interpreter and Louisiana Interpreters Law:** A detailed explanation of the difference between a Signer and an Interpreter is provided each student on the registration form and at the time of registration. A summary of current the current law regarding the legality of interpreting in the State of Louisiana is included in the student materials. While a student may not agree with the information presented, each student MUST sign a "Statement of Understanding" stating that the information has been presented to them.
13. **Interpreter Certification Process:** Those students interested in learning about the State's Interpreter Certification program and/or the certification program of the Registry of Interpreters for the Deaf should contact David Hylan (425-7781) here at the Center. David's e-mail address is david@deafactioncenter.org.
14. **Mentoring Program:** The Center's Interpreter Mentoring Program is designed to assist people training to become Sign Language Interpreters. Students accompany experienced interpreters to assignments. When the student's skill level is appropriate, they assist in the interpreting process. At the conclusion of the assignment the mentor and student meet for a feedback session.
15. **Volunteer Opportunities:** Being a non-profit social service agency, the Deaf Action Center is always in need of volunteers. Volunteer opportunities range from assisting with clerical needs such as processing mail outs or filing to helping with various programs (i.e. Sign Company or Adventure Club. Those interested should contact the Center at 425-7781.
16. **Model Release:** The Center will sometimes use photos or videos from Sign Language Classes to promote its education program or specific services of the Center. Each student is asked to sign a "Model Release" which permits the use of their picture by the Center.
17. **Sale Items:** The Center also raises funds through the sale of "deaf related" items (i.e. T-shirts, mugs, rulers, books, etc.). Please inquire at the front desk if interested in purchasing some of these items as gifts.
18. **Specialized Classes:** Specialized classes in American Sign Language are offered on a periodic basis; please contact the Center for details of up-coming classes.