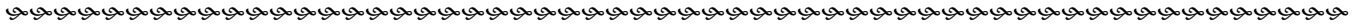


Archdiocese of Saint Louis

Correspondence Course Program

Valerie Todd, Director
St. Mary's High School
4701 South Grand Boulevard – Saint Louis, MO 63111
(314) 481-8400



HIGH SCHOOL COURSES

With the approval of your school, you can make up credits through independent study without attending classes. However, these courses are not "snaps". They require study and self-motivation to complete lessons and pass tests. Talk with your school administrator or counselor and parents before you decide to enroll in this program.

The cost for each 1/2 credit course is \$200.00, plus a deposit of \$20.00 for the use of books and materials (TOTAL: \$220.00). The courses on the Federal Constitution and the Missouri Constitution are \$15.00 each, plus a \$5.00 deposit for the use of materials (TOTAL: \$20.00). Payment for course fees and deposits must accompany the application. **Please make checks payable to: Catholic Education Office.** There can be no refunds of course fees, due to contractual obligations to course authors. Deposits for books and materials will be refunded IF ALL ITEMS ARE RETURNED in good repair whether the student earned credit or not.

The time limit for completing course requirements is six months. A three-month extension may be granted, if requested before the course expiration date, for a \$20.00 fee. The charge for taking a test for a second time is \$10.00. Only one re-test is permitted. If the course is not completed within the time limit, it will be necessary to enroll a second time in order to earn credit. The re-enrollment fee is an additional \$100.00.

Please read carefully the policies governing this program (attached) before enrolling in a course. Please keep the policy sheet for future reference.

<u>REGISTRATION FORM</u>			
Name of Student: _____			
Name of Parent(s)/Guardian: _____			
Address: _____		CITY: _____	STATE: ____ ZIP: ____
AGE: _____	BIRTHDATE: _____	TELEPHONE: _____	
SCHOOL: _____			GRAD YEAR: _____
SUBJECT: _____		COURSE TITLE: _____	
1st Semester: ____	2nd Semester: ____	Both Semesters: ____	
Grade to be sent to: _____			
Date by which grade is needed: _____			
Application for credit approved by: _____			
(Signature of Principal or Counselor)			

We have read the policies governing this program printed on the back of this application. We understand that a minimum of eight weeks must be allowed between the date the application is received and the date by which the grade is needed. We understand that all requirements (lessons, tests, etc.) must be completed at least two weeks before the credit is needed. We agree to abide by these timelines, and we agree not to ask for or to expect exceptions to be made.

Signature of Parent/Guardian (Date)

Signature of Student (Date)

Correspondence Course Program

Policies



1. The course fee is \$200 per one-half credit plus a deposit of \$20 for use of books and materials, except for courses on the Missouri and Federal Constitutions which are \$15 each plus a deposit of \$5 for the use of books and materials. Because of contractual obligations to authors, fees are not refundable. The \$20 refund comes from the Catholic Education Office after a periodic report is sent from the program office. All materials must be returned in good condition.
2. Any checks returned by the bank for insufficient funds will need to be paid by cash or money order directly to the Catholic Education Office. In addition, a \$20 fee will be added to cover the cost of the bank fee. Transcripts from both the Correspondence Course and the high school at which the student is enrolled will be held until payment is made, even if the course has not been completed.
3. The time limit for completing a course is six months. A three-month extension may be granted for \$20 if requested before the course expires. If the course is not completed within the time limit, it will be necessary to enroll again. The re-enrollment fee is an additional \$100.00.
4. A minimum of eight weeks must be allowed between the date of application and the date by which the credit is needed. Correctors have up to ten working days from the time they receive the course work to get it back to our office corrected. Transit time must be allowed. Also, by directions, some courses must be completed a few units at a time.

Courses needed for spring graduation must be started no later than March 1 and completed by May 1.

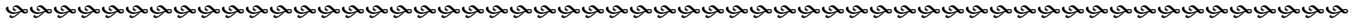
No registration for seniors will be accepted after March 1. All requirements must be completed two weeks before the grade is needed.

5. In order to obtain credit, all directions must be followed and all assignments and tests must be completed by the student. If there is evidence that any of the course work was not done by the student or was copied, credit can be denied. The student is responsible for getting all course work to the program office.
6. When course work is finished, the exam will be sent to the student's school to be taken with supervision.
7. After the exam (and only after the exam), all books and materials, including all corrected work (and any copies the student may have made) must be returned with the completed exam. Grades will not be released until all materials have been returned. Again, students are responsible for making sure all materials are returned.
8. Course work and exams cannot be redone unless specifically requested by the corrector.
9. Course work and exams must be sent through the mail or courier. No faxes will be accepted or sent.

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COURSE OFFERINGS

RELIGION

CHURCH HISTORY: This course examines key persons and events in the history of the Church and examines how the beliefs and practices of the Church have developed during its history. (12 lessons, 4 unit tests; 1 final exam)

CHRISTIAN MORALITY: This course should provide the high school student with a chance to examine various aspects of Christian morality. If pursued carefully, and thoughtfully, this work will help the student learn how to make moral decisions – a vastly important exercise in our society today. (11 lessons; 1 final exam)

SACRAMENTS: This semester course takes the student through a study of the sacraments from a scriptural and historical perspective. The actual rite of the sacrament also gives students a chance to examine the various prayers and symbols associated with the sacrament. Ten lessons include one on each sacrament as well as introductory and review chapters. A final exam at the end of the course tests the student's acquired knowledge of the sacraments.

ENGLISH

ENGLISH GRAMMAR: This course covers parts of speech, parts of a sentence, sentence faults, usage, mechanics, and composition. (5 lessons; 10 chapter tests; 3 self-tests; 1 final exam)

LITERARY TOPICS: This course uses stories from science fiction and world literature to consider elements of writing such as mood, setting, theme, and meaning. This course is most appropriate for juniors and seniors. (11 lessons, 3 unit tests; 1 final exam)

SHORT STORIES I: This course focuses on twentieth-century short stories. Plot, theme, and vocabulary are emphasized. This course is most appropriate for freshmen and sophomores. (13 lessons; 7 chapter tests; 4 self-tests; 3 unit tests; 1 final exam)

SHORT STORIES II: This course utilizes short stories and poetry to explore vocabulary and to consider the concept of theme in literature. Selections focus on the overcoming of obstacles. This course is most appropriate for freshmen and sophomores. (15 lessons; 4 chapter tests; 6 self-tests; 4 unit tests; 1 final exam)

TECHNIQUES OF WRITING: This composition course uses power writing method for composing paragraphs and essays. (9 lessons; 1 final exam)

SOCIAL STUDIES

FEDERAL CONSTITUTION: This course covers the functioning of the three branches of the government of the United States. (4 lessons; 4 self-tests; 1 final exam) (NO semester – ½ credit – awarded for this course)

MISSOURI CONSTITUTION: This course covers the development and functioning of the Missouri state government. (4 lessons; 4 self-tests; 1 final exam) (NO semester – ½ credit – awarded for this course)

UNITED STATES HISTORY: SEMESTER 1: This survey course covers the key events and trends that have shaped American history from the colonial period through the westward expansion following the Civil War. (15 lessons; 1 final exam)

DEMOCRACY IN AMERICA: This course aims at alerting students to the real source of power in American society--its citizens! (6 lessons; 1 final exam)

UNITED STATES HISTORY: SEMESTER 2: This survey course covers the key events and trends that have shaped American history from the industrial revolution to the present. (15 lessons; 1 final exam)

WORLD GEOGRAPHY: SEMESTER 1: This course introduces students to the main concepts and tools of geography. The environment and the influence of human beings on it are studied. World areas of study are Oceania, Antarctica, Australia, and New Zealand in the Southern Hemisphere, and Anglo-America in the Northern Hemisphere. (5 lessons; 1 final exam)

WORLD GEOGRAPHY: SEMESTER 2: This course begins with a review of world geographic features and focuses on the cultural regions of Latin and South America, Africa, Europe, and Asia. (5 lessons; 1 final exam)

WORLD HISTORY: SEMESTER 1: This survey course emphasizes the major civilizations and cultures that have shaped human history from pre-historic times through the medieval period. (13 lessons; 13 chapter tests; 3 unit tests; 1 final exam)

WORLD HISTORY: SEMESTER 2: This survey course emphasizes the major civilizations and cultures that have shaped human history from the Renaissance to the present. (19 lessons; 19 chapter tests; 4 unit tests; 1 final exam)

CORRESPONDENCE COURSE MATERIALS

All courses are 1/2 credit courses unless otherwise noted. Each lesson has one or more assignments to be completed. Lessons vary in length and number of assignments.

Course materials are available throughout the year from the program headquarters.

Materials will be sent to the high schools via e-mail.