LSU created University Extension in 1924 to offer credit correspondence and extension classes to students who were unable to attend classes on campus, and to extend higher education throughout the state. Today, the Division of Continuing Education continues to provide access to the highest quality nontraditional educational initiatives to help individuals and groups meet those learning needs that are not addressed by traditional on-campus, classroom-based undergraduate and graduate instruction. The division is an integral part of LSU, and LSU academic programs and faculty form the core of the continuing education outreach mission. In cooperation with the various schools and colleges of the University, the division extends the resources of LSU, with more than 69,000 registrations a year, to persons in every parish, every state, and throughout the world.

As an independent academic unit, Continuing Education is able to initiate, pursue and support viable programs in response to identified needs. Continuing Education provides support for units that do not have sufficient resources for outreach, and can initiate or facilitate interdisciplinary programs. Some Continuing Education courses are transmitted using unique delivery methods (distance learning, off-campus classrooms, telecourses). Continuing Education has also developed specialized outreach support functions, including computerized registration systems, marketing capabilities, operating procedures, on-line testing, and customer-centered service strategies.

Continuing Education participants seek information, often with the goal of returning to the workplace and using the information they have learned. In today’s competitive and information-rich environment, students who do not get what they need from courses will choose to go elsewhere. Continuing Education programs must provide excellence in design, execution, and followup in order to be successful. Outreach programs that are developed and managed through Continuing Education follow applicable University policies and state regulations, and are designed to be self-supporting. Continuing Education has the appropriate staffing and procedures in place to manage large revenue and expenditure streams.

To be effective, outreach must incorporate two-way communication. Continuing Education promotes programs directly to prospective participants, thus increasing public awareness of the University and its programs. Continuing Education reaches beyond the walls of the campus to extend educational opportunities outward, and to bring information about the needs of off-campus constituencies back to LSU. Continuing Education works closely with LSU faculty to match the needs of external audiences with the strengths of the University. Each LSU Continuing Education department has a unique vision and mission to meet the needs of the various publics that it serves and fulfill the University’s Flagship Agenda.

Vision

The vision of LSU Continuing Education is to extend the educational resources of LSU to improve the quality of life for the people of Louisiana, the nation, and the global community.

Mission

The mission of LSU Continuing Education is to identify, create, and support lifelong learning through quality programs that are timely, capitalize on University expertise, and address educational needs with both credit and noncredit programs.

Continuing Education

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facilities are available to individuals or organizations who wish to schedule meetings in a convenient and comfortable campus setting. The center facilities include a large auditorium with a seating capacity of 200, two medium-sized conference rooms with seating for 60 and 80, and six smaller conference rooms. Catering arrangements can be made to accommodate the needs of any group.

LSU COMPUTER TRAINING PROGRAM

DIRECTOR • Greenberg
OFFICE • 177 Pleasant Hall
TELEPHONE • 225/578-6401
FAX • 225/578-6324
WEBSITE • www.doc.e.lsu.edu

LSU Computer Training provides non-credit training in computer operating systems, productivity software, programming languages, website development, computer-aided design (CAD), and networking. Courses feature hands-on instruction in up-to-date computer labs. Customized and on-site training is available.

The Computer Training Program is an authorized training center for Microsoft, Novell, Oracle, and Certified Internet Webmaster (CIW) certification. Expert instructors present an array of technical certification programs for professionals. Each brings an in-depth knowledge of the topic, excellent communication skills, and experience in the real world.

Certification Testing Service • As an authorized testing center for Virtual University Enterprises (VUE) and Sylvan Prometric, the Computer Training Program offers certification on computer technical and applications, as well as testing for a large number of other professional fields.

LSU EVENING SCHOOL

ASSISTANT DEAN AND DIRECTOR • McElwen
OFFICE • 105 Pleasant Hall
TELEPHONE • 225/578-5213
FAX • 225/578-5305

Programs available through the LSU Evening School include the LSU25+ Program, and Intersession. Evening School offers students opportunities to attend courses at night, on weekends, at off-campus locations both day and night, and through compressed schedules and online delivery. Courses may be taken for degree credit or audited. These courses are offered on the LSU campus and at sites in East Baton Rouge Parish.

LSU 25+

LSU25+ is a special category of admission for adult students. Adults who are at least 25 years of age and who have a high school diploma or GED certificate are eligible for admission to LSU through LSU25+. Although students do not have to submit ACT and SAT scores, complete official transcripts of all prior college work are required. Official transcripts and college work are required. Official transcripts of all prior students do not have to submit ACT and SAT scores, complete official transcripts of all prior students do not have to submit ACT and SAT scores, complete official transcripts of all prior students do not have to submit ACT and SAT scores, complete official transcripts of all prior students do not have to submit ACT and SAT scores, complete official transcripts of all prior students do not have to submit ACT and SAT scores, complete official transcripts of all prior students do not have to submit ACT and SAT scores, complete official transcripts of all prior students do not have to submit ACT and SAT scores, complete official transcripts of all prior students do not have to submit ACT and SAT scores, complete official transcripts of all prior students do not have to submit ACT and SAT scores, complete official transcripts of all prior students do not have to submit ACT and SAT scores, complete official transcripts of all prior students do not have to submit ACT and SAT scores, complete official transcripts of all prior students do not have to submit ACT and SAT scores, complete official transcripts of all prior students do not have to submit ACT and SAT scores, complete official transcripts of all prior students do not have to submit ACT and SAT scores, complete official transcripts of all prior students do not have to submit ACT and SAT scores, complete official transcripts of all prior students do not have to submit ACT and SAT scores, complete official transcripts of all prior students do not have to submit ACT and SAT scores, complete official transcripts of all prior students do not have to submit ACT and SAT scores, complete official transcripts of all prior students do not have to submit ACT and SAT scores, complete official transcripts of all prior students do not have to submit ACT and SAT scores, complete official transcripts of all prior students do not have to submit ACT and SAT scores, complete official transcripts of all prior students do not have to submit ACT and SAT scores, complete official transcripts of all prior students do not have to submit ACT and SAT scores, complete official transcripts of all prior students do not have to submit ACT and SAT scores, complete official transcripts of all prior students do not have to submit ACT and SAT scores. Students with a quality-point deficit on their college transcript that is too great to meet LSU’s transfer admission requirements within 30 hours of LSU 25+ enrollment will not be admitted. The transcript requirement and the minimum age will be waived for students who have earned a bachelor’s degree or higher from an accredited college or university. All 25+ Program students are required to contact the 25+ Program Office (105 Pleasant Hall, or 225/578-5213) prior to scheduling classes.

Students admitted through LSU25+ are eligible to schedule courses for college credit, provided they meet the prerequisites for the courses. Students may enroll in order to upgrade job skills, to take courses for personal enrichment, or to prepare for possible entry into LSU as a regularly admitted student.

LSU25+ students may schedule a maximum of nine hours per semester and earn a maximum of 30 semester hours in the program. All new 25+ Program students admitted for Fall 2004 or later must schedule classes through the Evening School Office and will be limited to 5-E-School offerings through their first thirty credit hours. Students who earn 30 hours in LSU25+ (excluding remedial courses) may apply for regular admission to the University.

Students who seek regular admission to LSU after completing LSU25+ will be evaluated on the admissions standards in place for transfer students at the time of their application for regular admission. Some senior colleges have admissions criteria exceeding those for general admission to the University. Prospective students should consult individual senior colleges for information on additional requirements for specific degree programs. LSU25+ students who gain admission to the University as regularly admitted students are subject to the requirements of the catalog in effect at the time of their admission as regular students.

LSU25+ is not designed for international students on an F-1 visa or students who plan to apply for veteran’s benefits or financial aid. These students must be enrolled in degree programs.

The Evening School provides counseling for all students in LSU25+. For further information, contact LSU Evening School, 105 Pleasant Hall, LSU, Baton Rouge, Louisiana 70803 or call 225/578-5213; fax 225/578-5305.

Intersession offers a variety of courses during an intensive three-week period between the spring semester and summer term. Courses taught during Intersession are open to LSU25+ students and to regularly admitted students in good standing. With special permission, students not in residence at LSU may also take courses during Intersession.

INDEPENDENT STUDY

DIRECTOR • McElwen
OFFICE • 1016 Pleasant Hall
TELEPHONE • 225/578-3171; 800/234-5046
FAX • 225/578-3090
WEBSITE • www.lsu.edu
E-MAIL • iservices@doc.lsu.edu

The Office of Independent Study, the sixth largest independent study program in the high school subjects taught by members of the University faculty. Enrollment in an independent study course may be made at any time. College-level courses are substantially the same in scope and content as those taught on campus. Both paper-based correspondence and on-line course delivery methods are offered. They are of particular interest to college students who are unable to attend campus classes and need the flexibility of a nine-month enrollment period. In addition, college-level courses are taken by high school seniors or graduates who want to earn college credit, as well as individuals wanting to work independently toward their academic goals.

High school instruction by correspondence offers high school students a program of study that can be followed at home at their own pace. High school correspondence work may be undertaken by students to earn credits in courses not offered by local school systems, to supplement or make up required credits, or to enrich academic programs.

Independent Study also offers a high school diploma option. Persons who are 18 or older and who have been out of high school for one full semester may complete their academic requirements and receive a diploma from University Laboratory School. In accordance with Louisiana Department of Education guidelines, graduation requirements are those that were in effect the year the individual entered high school.

Further information concerning independent study courses, requirements, and opportunities may be obtained from the Independent Study Bulletin, which is available from the Office of Independent Study, or from the Independent Study website.

LAGNIAPPE STUDIES UNLIMITED

COORDINATOR • J. Crain
OFFICE • 188 Pleasant Hall
TELEPHONE • 225/578-6763
FAX • 225/578-7533
E-MAIL • lagniappe@doc.e.lsu.edu

Lagniappe Studies Unlimited is Louisiana’s first and only “learning in retirement” program. The program, for retired people, is a member-run organization. Interesting noncredit classes and field excursions are offered in the day time and at convenient off-campus locations. Members participate as students and also have opportunities to teach courses and serve on committees. The program is affiliated with Elderhostel, the national nonprofit educational program for older adults.

PARALEGAL STUDIES PROGRAM

COORDINATOR • DesHotels
OFFICE • 177 Pleasant Hall
TELEPHONE • 225/578-8670; 800/256-1530
FAX • 225/578-6761
E-MAIL • cdeshotels@doc.e.lsu.edu

The Paralegal Studies Program is approved by the American Bar Association and is an outgrowth of the Division of Continuing Education’s paralegal course offerings begun in 1982. The program offers a noncredit certificate for individuals seeking careers as paralegals. A bachelor’s degree is recommended for admittance to the program, but

LSU 25+

LSU25+ is a special category of admission for adult students. Students admitted through LSU25+ are required. Official transcripts and college work are required. Required transcripts must be mailed directly to LSU from the sending institution.
students with 45 hours of college credit are eligible for admission. The program features evening classes and can be completed in one year. The courses are taught by attorneys, judges, and practicing paralegals.

The Legal Secretary Certificate Program and Notary Public Preparatory Course are other programs in the paralegal department. There are no entrance requirements, however, students who are interested in becoming a legal secretary must have excellent keyboarding skills. Law classes, computer classes, a writing class, and an ethics class are part of the legal secretary certificate program.

The Notary Public Preparatory Course meets once a week for 10 weeks in the evening. It prepares students to take the State exam administered by the Secretary of State’s office each July and December.

LSU PROFESSIONAL DEVELOPMENT

DIRECTOR • Greenberg
OFFICE • 177 Pleasant Hall
TELEPHONE • 225/578-6401
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WEBSITE • www.doce.lsu.edu
E-MAIL • pd@doce.lsu.edu

LSU Professional Development designs and implements selected noncredit continuing professional development programs in the form of open enrollment offerings and custom programs conducted in response to the specific educational needs and concerns of sponsoring business, industry, government, and professional organizations. The programs are designed to build on the strengths and expertise of LSU’s faculty and their academic and research units for the purpose of assisting participants to become more effective in their professional roles. The vast majority of programs are presented by teams comprised of select LSU faculty and proven professionals from business, industry, academia, and leading consulting firms from across the nation. LSU Professional Development’s programmatic activities increasingly serve as a major vehicle for knowledge and technology transfer. The Environmental Management Program offers noncredit courses that meet or exceed federal and state training requirements in asbestos management, lead paint management, safety and health management, environmental site assessments and audits, and special environmental topics. All asbestos management and lead management courses are recognized by EPA and the Louisiana Department of Environmental Quality for certification purposes.

YOUTH PROGRAMS

DIRECTOR • Sheldon
OFFICE • 177 Pleasant Hall
TELEPHONE • 225/578-3144; 800/388-3883
FAX • 225/578-7503
WEBSITE • www.youth.lsu.edu
E-MAIL • youth@doce.lsu.edu

The Office of Youth Programs conducts numerous programs for young people of pre-college age. Included are major summer programs, such as mini-courses for gifted and high achieving youth, the Honors High School Credit Program, the Youth Academy, Camp Discover, Camp Challenge, and various summer camps and courses.

Science & Engineering Fairs

COORDINATOR • Johnson
OFFICE • 199 Pleasant Hall
TELEPHONE • 225/578-1067
FAX • 225/578-2685
E-MAIL • johnson@doce.lsu.edu
WEBSITE • www.doce.lsu.edu/lsef

The Louisiana Science & Engineering Fair and the Region VII Science & Engineering Fair are LSU-based educational programs that provide unique opportunities for public and private school students in grades six through twelve. Through development and presentation of science and engineering projects, students enhance their abilities to make observations; ask questions regarding scientific phenomena; formulate ideas regarding the solution to a problem; develop and carefully follow procedures related to finding an answer or solution to a problem; and effectively present their works to society.