DIVISION OF
Continuing Education

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The Division of Continuing Education serves more than 35,000 registrants in 1,000 programs a year. Since 1924, it has enriched the education of over 2.5 million registrants to provide a more vibrant future for Louisiana. From world-class supervisory training to lifelong learning for non-traditional learners of all ages, LSU Continuing Education works to support, promote, and enhance LSU'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 opportunities through quality programs that address educational, professional, and economic development.

COMPUTER TRAINING PROGRAM

DIRECTOR • Greenberg
OFFICE • 1115 Pleasant Hall
TELEPHONE • 225/578-6401
FAX • 225/578-6324
WEB SITE • www.outreach.lsu.edu

LSU Computer Training provides non-credit training in computer operating systems, productivity software, programming languages, Web site 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.

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.

EVENING SCHOOL

ASSISTANT DEAN AND DIRECTOR • McMullen
OFFICE • 1209 Pleasant Hall
TELEPHONE • 225/578-5227
FAX • 225/578-5305

Programs available through the LSU Evening School include the LSU25+ Program and Intersession. Evening School offers adults in workplace settings the opportunity to participate in the on-site degree credit courses or degree programs related to their career areas. Courses may be taken for degree credit or audited. Courses may be offered on the LSU campus and off-campus employer locations.

LSU25+

LSU25+ is a special category of admission for off-campus adult students in special workplace settings. Adults who are at least 25 years of age and who have a high school diploma or GED certificate may apply 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 must be mailed directly to LSU from the sending institution.

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 LSU25+ 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 (1209 Pleasant Hall, or 225/578-5213) prior to scheduling classes.
Students admitted through LSU25+ are eligible to schedule courses for college credit through special employer programs sponsored by Evening School provided they meet the prerequisites for those courses. LSU25+ students may schedule only courses provided by Evening School for a maximum of nine hours per semester and earn a maximum of 30 semester hours in the program. All new 25+ Program students admitted must schedule classes through the Evening School Office and will be limited to Evening School offerings through their first 30 credit hours. Students who earn 30 hours in LSU25+ (excluding developmental courses) may apply for regular admission to the University.

Students who seek regular admission to LSU after completing LSU25+ will be evaluated according to 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 individual students seeking to take regular campus courses, 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, 1209 Pleasant Hall, LSU, Baton Rouge, Louisiana 70803; or call 225/578-5213, fax 225/578-5305, or e-mail eschool@lsu.edu.

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 on-campus students in good standing. With special permission, students not in residence at LSU may also take courses during Intersession.

**EXTENSION CREDIT PROGRAMS**

**OFFICE** • 2227 Pleasant Hall
**TELEPHONE** • 225/578-5455
**FAX** 225/578-7470
**E-MAIL** • nldiday@doce.lsu.edu
**WEB SITE** • www.extcredit.lsu.edu

Extension courses are college-level credit programs that are offered throughout the state. A Master of Library and Information Science degree is offered at various locations throughout the state, the Master of Arts in Liberal Arts is offered at Fort Polk, and the education specialist certificate is offered in Shreveport. The School of Social Work offers the M.S.W. degree at Natchitoches, Lake Charles, and Alexandria. Courses are taught on-site, via compressed video, or over the Internet.

In addition, a program sponsored by the U.S. Army Corps of Engineers at the Waterways Experiment Station, Vicksburg, Mississippi, represents a consortium of LSU, Texas A&M, and Mississippi State University, each of whom provides doctoral courses in various scientific fields.

Graduate courses in agriculture are offered at sites throughout the state via compressed video.

**HOSPITALITY MANAGEMENT**

**ASSISTANT DEAN • Maxcy OFFICE • 2158 Pleasant Hall**
**TELEPHONE • 225/578-6263**
**FAX • 225/578-1763**
**E-MAIL • dmaxcy@doce.lsu.edu**

Created in 1997, the Academy of Hospitality Management focuses on providing “Signature Service” training to individuals interested in the hospitality industry, the second largest employer in the state of Louisiana. Certification programs offered are designed for persons interested in entering the field or those already employed who wish to improve their skills in the areas of tourism, hotels/motels, call centers, restaurants, and retail.

The academy maintains close ties with the Louisiana Office of Tourism, local Chambers of Commerce and Convention and Business Bureaus. Custom designed programs and on-site training are available on request.

**INDEPENDENT STUDY**

**INTERIM DIRECTOR • Hawkes OFFICE • 1221 Pleasant Hall**
**TELEPHONE • 225/578-3171; 800/234-5046**
**FAX • 225/578-3090**
**WEB SITE • www.is.lsu.edu**
**E-MAIL • iservices@doce.lsu.edu**

The Office of Independent Study, the third largest independent study program in the country, offers courses in the college and 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 credit 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 Web site, www.is.lsu.edu.

**LAGNIAPPE STUDIES UNLIMITED**

**COORDINATOR • Grain OFFICE • 1128 Pleasant Hall**
**TELEPHONE • 225/578-6763**
**FAX • 225/578-7533**
**E-MAIL • lagniappe@doce.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**

**COORDINATOR • DesHotels OFFICE • 1115 Pleasant Hall**
**TELEPHONE • 225/578-6760; 800/256-1530**
**FAX • 225/578-6761**
**WEB SITE • www.outreach.lsu.edu**
**E-MAIL • cdeshotels@doce.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 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.

**PROFESSIONAL DEVELOPMENT**

**DIRECTOR • Greenberg OFFICE • 1125 Pleasant Hall**
**TELEPHONE • 225/578-8401**
**FAX • 225/578-6324**
**WEB SITE • www.outreach.lsu.edu**
**E-MAIL • pdac@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 needs of employers and professionals.
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 helping participants 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, mold management, safety and health management, environmental site assessments and audits, and special environmental topics. All asbestos management and lead management courses are recognized by the EPA and the Louisiana Department of Environmental Quality for certification purposes.

**YOUTH PROGRAMS**

**DIRECTOR** • Sheldon
**OFFICE** • 1115 Pleasant Hall
**TELEPHONE** • 225/578-3144; 800/388-3883
**FAX** • 225/578-7503
**WEB SITE** • www.youth.lsu.edu
**E-MAIL** • youth@doce.lsu.edu

The Office of Youth Programs conducts numerous programs for young people of precollege 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 Challenge, and various summer camps and courses.

**Science & Engineering Fairs**

**COORDINATOR** • Johnson
**OFFICE** • 1115 Pleasant Hall
**TELEPHONE** • 225/578-1067
**FAX** • 225/578-2685
**E-MAIL** • jjohnson@doce.lsu.edu
**WEB SITE** • www.outreach.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.