Continuing Education

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.

Vision
As a leading University provider of educational outreach and engagement, our vision is to help people achieve their goals and improve their quality of life, their organizations, and their communities.

Mission
The mission of LSU Continuing Education is to provide opportunities for nontraditional learners to enroll in LSU credit courses. Through Independent and Distance Learning, the third largest distance learning program in the United States, students are able to take a wide range of credit courses at any time, anywhere. Today, and in the future, continuing education serves registrants from every parish in Louisiana, every state in the U.S., and 34 countries.

CREDIT PROGRAMS
Continuing Education provides opportunities for nontraditional learners to earn college credit, as well as individuals 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. Additionally, college-level courses are taught by LSU faculty or qualified subject matter experts.

Independent and Distance Learning
Programs available through Extended Learning include 1) online and onsite credit courses for adults in workplace settings in the Baton Rouge community, 2) graduate level distance-learning courses/programs delivered statewide, and 3) Intersession terms, three 3-week terms conducted on the LSU campus and open to currently enrolled LSU students (and other students by permission).

Off-campus Extended Learning programs provide nontraditional students with convenient opportunities to participate in regular LSU credit courses through special arrangements with area employers as well as access to LSU graduate degree programs conveniently offered throughout the state via compressed video or the Internet. Student services and academic counseling are administered by Extended Learning staff and are designed to simplify the process of accessing full University services and programs for working adults who cannot come to campus.
Employer-Based Baton Rouge Courses/Programs

Extended Learning works with area employers and organizations to deliver LSU credit courses at off-campus locations within the Baton Rouge area. Adults in participating workplace settings who are at least 25 years of age and who have a high school diploma or GED certificate may have an option to apply for special LSU 25+ admission; however, certain requirements apply. Although ACT and SAT scores are not required for 25+ admission, complete official transcripts of all prior college work are required and evaluated for consideration of admission. Students must be able to reach the minimum cumulative grade point average required for regular transfer admission to the University within 30 additional credit hours to be eligible for 25+ admission.

Note: Transcript and minimum age requirements are waived for those students who have earned a bachelor’s degree or higher from an accredited college or university.

Students admitted through LSU 25+ are eligible to schedule courses for college credit through special employer programs in partnership with Extended Learning. They do not have access to regular campus courses during this period of 30 total credit hours in 25+ admission status.

Students who earn 30 hours in LSU 25+ status may apply for regular transfer admission to the University and will be evaluated according to the admission 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.

Graduate Distance Learning Courses/Programs

Extended Learning, working with academic units in the University, facilitates the offering of several master’s degrees. A Master of Library Information Science degree is offered through compressed video at several 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 in Natchitoches, Lake Charles, and Alexandria. Courses are taught onsite, 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 in Vicksburg, Mississippi, represents a consortium of LSU, Texas A&M, and Mississippi State University, with each school providing doctoral courses in various scientific disciplines. Graduate courses through the College of Agriculture, School of Human Resource Education and Workforce Development are offered through compressed video and Internet.

Extended Learning provides student services to programs who are at any of the above programs, making it possible for students to easily access services and meet requirements while at distant locations in the state.

Inter sesión Terms

Extended Learning administers three Inter sesión terms. These 3-week terms, are open to currently enrolled LSU students and are offered during the following time periods: after fall semester and before spring semester (Winter session); after spring semester and before Summer A and B terms (Spring Inter sesión); and after Summer A and B terms and before fall semester (Summer Inter sesión). Students may earn 3 hours of credit, and courses meet Monday through Saturday during Inter sesión terms. 25+ students and students approved by appropriate authority may also take a course during Inter sesión. Any requests to schedule an additional course in Inter sesión beyond the 3-hour maximum require the permission of the dean’s office in which the student is officially admitted.

Scheduling for Inter sesion is completed through PAWS and is in accordance with the regular University registration calendar.

PROFESSIONAL DEVELOPMENT

Serving the needs of working adults, Continuing Education’s Professional Development programs deliver cutting-edge knowledge applicable to today’s workforce, in convenient formats and locations.

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.

Computer Training Program

PROGRAM MANAGER • Anthony OFFICE • 1106 Pleasant Hall TELEPHONE • 225-578-3313 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.

Management and Leadership Institute

PROGRAM MANAGER • Verma OFFICE • 1101 Pleasant Hall TELEPHONE • 225-578-4316 FAX • 225-578-6324 WEB SITE • www.outreach.lsu.edu

Programs in Continuing Education’s Management and Leadership Institute feature some of the latest research in management and supervisory training, and are backed by Continuing Education’s history of more than forty years of providing professional development in the areas of supervisory effectiveness and organizational leadership.

Recognizing that today’s leaders must be able to manage individual employees as well as the overall business, these programs are a comprehensive personal and professional development experience covering a range of management competencies, including public speaking and finance.

Paralegal Studies

PROGRAM MANAGER • DesHotels OFFICE • 1101 Pleasant Hall TELEPHONE • 225-578-6760; 800-256-1530 FAX • 225-578-6761 WEB SITE • www.outreach.lsu.edu

The Paralegal Studies Program is approved by the American Bar Association and is an outgrowth 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.

PERSONAL ENRICHMENT PROGRAMS

Lagniappe Studies Unlimited

COORDINATOR • Crain OFFICE • 1128 Pleasant Hall TELEPHONE • 225-578-7533 FAX • 225-578-7533 WEB SITE • www.outreach.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 at convenient off-campus locations during the day. 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.

**PRE-COLLEGE PROGRAMS**

**Youth Programs**

ASSISTANT DIRECTOR • Sheldon
OFFICE • 1115 Pleasant Hall
TELEPHONE • 225-578-3144; 800-388-3883
FAX • 225-578-7503
WEB SITE • www.outreach.lsu.edu

The Office of Youth Programs conducts numerous programs for young people of pre-college age. Offerings include 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
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 program; develop and carefully follow procedures related to finding an answer or solution to a problem; and effectively present their works to society.

**High School Independent and Distance Learning**

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

High school instruction by correspondence, through the Independent and Distance Learning department, 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 and Distance Learning 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 and Distance Learning Bulletin, which is available from Independent and Distance Learning, or at www.is.lsu.edu

**Public Service**

DIRECTOR • Maxcy
OFFICE • 2158 Pleasant Hall
TELEPHONE • 225-578-6263
FAX • 225-578-4800

In an effort to support LSU’s Flagship Agenda in every changing times, Continuing Education’s Public Service Office strives to secure alternative funding sources to support new programs. Federal and private funding sources are targeted to initiate programs that meet identified needs and expand the engagement of Continuing Education’s team of professionals toward improving the quality of life for Louisiana citizens, their organizations and communities.