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# School of Extended Education

[www.asu.edu/xed](http://www.asu.edu/xed)

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## PURPOSE

The need for higher education is growing every day, and yet balancing work, family, and learning can be challenging. To help students fit higher education into their busy schedules, the university provides additional access to quality education through the ASU School of Extended Education. The college provides flexible scheduling, innovative technologies, and a vast network of off-campus sites that makes it more convenient for students to pursue their education. Programming includes credit classes, degree programs, certificates, and continuing education.

For more information, access the Web site at [www.asu.edu/xed](http://www.asu.edu/xed) or call 480/965-3986.

## ORGANIZATION

The university-wide School of Extended Education provides an interactive link between ASU and the diverse communities it serves. The college assesses lifelong learning requirements and works in partnership with ASU campuses, colleges, and the community to serve learners using a network of locations, programs, schedules, and technologies. The college is composed of the following departments: Academic and Professional Programs, American English and Culture Program, Communications and Marketing, Distance Learning and Technology, Downtown Center and Property Administration, School of Extended Education Programs, and Planning and Business Services.

## Credits, Tuitions, and Fees

Academic credits earned off-campus are equivalent in all considerations as those credits earned on-campus, and the credits are recorded on students' permanent records. Courses are published each fall and spring semester in the *ASU Schedule of Classes* and on the Web at [www.asu.edu/xed](http://www.asu.edu/xed) and [www.asuonline.asu.edu](http://www.asuonline.asu.edu).

Tuition and fees for off-campus credit courses are the same as those offered on a campus. (See resident and non-resident rates in the latest *Schedule of Classes*.) Before the 21st calendar day of the each semester, any combination of on-campus and off-campus resident credit courses resulting in a combined registration of seven or more semester hours requires that the student pay full-time tuition. Off-campus credit courses and programs that commence on or after the 21st calendar day of the start of each semester require full-time and part-time students to pay tuition separate from (but in addition to) those courses starting before the 21st calendar day of the semester.

## Schedule Options

Through the School of Extended Education, students have many opportunities to pursue their educational goals.

A variety of scheduling options are available for credit courses offered by the university's academic departments. Convenient times and locations, and innovative technologies, make it easier for students to earn degrees.

As a convenience to students, courses are conducted off campus in locations throughout the state, on campus in the evening, via the Internet and television, and during Winter Session. Academic credits earned off campus are equivalent in all considerations with credits earned on campus, and the credits are recorded on students' permanent records. Courses are published each fall and spring semester in the *ASU Schedule of Classes* and on the Web at [www.asu.edu/xed](http://www.asu.edu/xed) and [asuonline.asu.edu](http://asuonline.asu.edu).

## Evening Classes

Evening study is perfect for students with busy schedules. The School of Extended Education offers several program options.

The W. P. Carey MBA Evening Program offers working professionals a solid managerial degree at two locations: the Downtown Center at ASU and at the Tempe campus. For more information, see an advisor.

The Master of Public Administration offers several interdisciplinary courses during the evening at various locations, and the full program is available at the Downtown Center at ASU. For more information, see an advisor.

## Weekend Courses

Each semester, ASU offers weekend courses that often are in a compressed format and involve meeting for several hours on select weekends. Some course work may be required outside of the regular course sessions. For a list of current weekend courses, refer to the searchable online course schedule at [www.asu.edu/xed](http://www.asu.edu/xed). A student wishing to enroll in a weekend course should contact the appropriate department for details, including specific dates and requirements.

## Winter Session

This is an intensive, condensed session offered between the fall and spring semesters. Students may enroll in one course and earn up to three semester hours of credit, which are recorded on fall transcripts. Courses are offered at the Tempe campus. Registration begins October 1 and courses start in late December. The School of Extended Education schedules the Winter Session courses in collaboration with the university's academic departments.

For more information, call 480/727-9900.

## Distance Learning

ASU offers more than 200 courses each semester through the Internet and television. Distance learning students



The Downtown Center at ASU

Tim Trumble photo

complete the course work and exams for the same academic credit as students on campuses. However, they experience the added value and flexibility of earning credit at home or work. Distance learning students keep in touch with instructors and classmates through teleconferencing, e-mail, and discussion boards.

### Internet

Online courses offer students a great deal of scheduling flexibility. Various university departments offer Internet classes. Through the Web, students can access lectures, participate in class assignments, interact with the instructor, collaborate with other students, and earn ASU credit at convenient times and locations. A computer, Internet access, e-mail, and a Web browser are necessary to participate in Web-based courses; however, specific equipment and software requirements may vary by course. Students register for Internet courses through the normal university admissions and registration process.

For more information, visit ASUonline, the university's gateway to the "online campus," at [asuonline.asu.edu](http://asuonline.asu.edu). Inter-

ested individuals may also write to [distance@asu.edu](mailto:distance@asu.edu), or call 480/965-6738.

### Television

Televised courses make it possible for students to earn course credits by viewing class sessions and completing work assignments at home or work. Courses are available throughout the Phoenix area via public and cable television providers. Televised courses are also available in university residence halls at the Tempe and East campuses. Most televised courses are available for viewing through University Libraries. Televised courses are listed each fall and spring in the *ASU Schedule of Classes* and online at [asutv.asu.edu](http://asutv.asu.edu).

For more information about televised courses, send e-mail to [asutv@asu.edu](mailto:asutv@asu.edu), or call 480/965-6738.

*Interactive Instructional Television Program.* Students employed by companies participating in this program may take courses for credit at their work sites. The teleconferencing system enables students to interact with other students and instructors in the classroom on campus.

Interactive instructional television sites are available at several locations in the Phoenix area. Each site has a coordinator to assist with registration, provide information, and proctor exams, which typically are held at the site. A daily courier service circulates course materials between faculty on campus and their students at remote sites.

*Public Sites.* Certain sites provide the public with access to interactive television courses. Students can participate in most televised courses at locations such as the Downtown Center at ASU, the East and West campuses, Cactus Shadows High School, and the Gila River Indian Community.

### Off-Campus Locations

ASU classes are held at more than 200 off-campus sites throughout metropolitan Phoenix, the state, and beyond. Many neighborhood sites, such as community colleges, schools, churches, and businesses, serve as hosts to university courses.

The anchor off-campus site is the Downtown Center at ASU, located in downtown Phoenix. The center is the educational hub for downtown workers, organizations, and residents, and serves as a meeting site for conferences and seminars.

For more information, see “Locations,” page 521.

### Degree Programs

Convenient times and locations, as well as today’s innovative technologies, make it easier for working adults and other nontraditional students to earn a degree. Some of the degrees may be offered in different subject areas or concentrations, at various locations, or through technology. The School of Extended Education delivers courses offered by the university’s academic departments. The courses are published each fall and spring semester in the *ASU Schedule of Classes*. For complete details about any of these degree programs, contact the appropriate academic department.

#### Undergraduate Evening Degree Completion Programs.

These programs are perfect for the working adult seeking a bachelor’s degree. The programs offer a variety of courses and access to faculty and advisors at night. Most classes are held on the Tempe campus. Students enrolled in the program typically have completed 60 lower-division semester hours. Degrees offered are from the College of Liberal Arts and Sciences, and students can earn a bachelor’s degree in any of these disciplines: communication, English, history, political science, psychology, and sociology. The Undergraduate Evening Degree Completion Programs are offered in partnership with the Maricopa Community Colleges. For more information, contact the evening degree advisor at 480/965-6506, or contact the College of Liberal Arts and Sciences at 480/965-3391.

### GRADUATE DEGREES

The following graduate degree programs are offered through the college:

#### Graduate Degrees and Majors

Major	Degree
Business Administration	MBA
Curriculum and Instruction	MED
Educational Administration and Supervision	EdD
Electrical Engineering	MSE
Engineering	MEng
Engineering Science	MSE
Health Sector Management	MHSM
Nursing	MS
Public Administration	MPA
Social Work	MSW
Technology	MSTech

### Certificates

#### GRADUATE AND POSTBACCALAUREATE CERTIFICATES

##### Asian Studies

A Graduate Certificate in Asian Studies is offered through the ASU Center for Asian Studies and is designed for graduate students in any department or discipline who wish to earn a transcript credential for an academic specialization in Asian Studies. All graduate students—including those engaged in master’s, doctoral, or nondegree studies—are eligible to apply for the certificate.

The certificate requires 18 semester hours of course work made up of classes with Asian studies content, including six hours of advanced language study in one of the following languages: Chinese, Japanese, Korean, Indonesian, Thai, or Vietnamese. In addition to the course work, students must complete a capstone paper, thesis, dissertation, an internship, or overseas experience. Students should make this decision in consultation with the advisor in the Center for Asian Studies.

For more information, call 480/965-7179, or access the Web site at [www.asu.edu/asian](http://www.asu.edu/asian).

##### Gerontology

The Gerontology certificate program brings together faculty from several disciplines to teach courses related to adult development and aging, to collaborate on gerontological research projects, and to participate in projects of service for older adults and the community.

The graduate certificate in Gerontology requires 21 semester hours of course work. Students must complete six semester hours of required courses, a capstone experience of at least three semester hours (internship, individualized instruction, reading and conference, or applied research), and four additional aging-related courses approved as electives.

For more information, see “Gerontology,” page 491, call 602/543-6642, or access the program Web site at [www.west.asu.edu/chs/grm](http://www.west.asu.edu/chs/grm).

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### Multimedia Writing and Technical Communication

A Postbaccalaureate Certificate in Multimedia Writing and Technical Communication requires 18 semester hours. Students learn the principles of technical communication, writing with technology, technical editing, and visual communication.

For more information, call 480/727-1190, or access the Web site at [www.east.asu.edu/ecollege/multimedia](http://www.east.asu.edu/ecollege/multimedia).

### Transportation Systems

This interdisciplinary studies certificate program offers current ASU graduate students and transportation professionals the opportunity to pursue a wide range of transportation-related issues from multimodal and interdisciplinary perspectives. The certificate is intended to be either a specialization within an existing master's degree program or a stand-alone 15-credit nondegree program.

For more information, access the Web site at [www.asu.edu/caed/transportation](http://www.asu.edu/caed/transportation), or call 480/965-6395.

## Continuing Education

Ongoing continuing education programs address current issues and trends and are intended to increase competence in the topics. These programs are offered throughout the metropolitan Phoenix area.

### Elderhostel

Elderhostel is an academic experience for older adults looking for a different kind of educational travel. Individuals 55 and older participate in week-long courses that include stimulating lectures and field trips. ASU Elderhostels are held throughout the valley and focus on Southwest history, computer technology, and the arts.

For more information, call 480/965-9200.

### English as a Second Language

This program offers specially designed intensive English language programs for international students and local residents who wish to improve their English proficiency.

The intensive noncredit course of study is designed to help students become proficient in English as a second language. Beginning, intermediate, and advanced courses, divided into six language levels, provide instruction in listening, speaking, reading, and writing. Language-related computer skills, academic advising, and orientation to ASU, Arizona, and the United States are also integral elements of the program.

Most of the classes are offered during the day, but several evening classes also are available; these include American pronunciation, accent reduction, guided conversation, and business writing.

Some courses are offered that are specifically targeted to business professionals who speak English as a second language. These courses may lead to a certificate.

The fall and spring semesters are divided into two eight-week cycles. Students may enroll for one or more cycles. An eight-week summer session also is offered. Four-week sessions are also offered throughout the year.

While in the program, students have access to master's-level teachers, a student advisor, social and cultural activities, campus clubs, recreation facilities, credit classes, a graduate program, TOEFL and TOEIC testing, e-mail and

the Internet, ASU facilities, and university housing and meals. Admission to the program does not constitute admission to ASU. Advanced-level students may be permitted to enroll concurrently in up to two ASU credit classes with the approval of the director. Several special classes are offered through the program: business English, pronunciation, conversation, TOEFL and TOEIC preparation, grammar, and idioms.

For more information, call 480/965-2376, or access the Web site at [www.asu.edu/esl](http://www.asu.edu/esl).

### Hispanic Leadership Institute

This institute's goal is to promote the participation of Hispanics in leadership roles. It serves as a resource for expertise and advocacy on leadership issues affecting the Latino community. It is a 17-week program with evening sessions once a week. The program format is a combination of lectures, panel discussions, and individual and group discussions. Leadership topics include cultural identity, communication skills, activism, ethics, diversity and multicultural issues, resource development, research and development, and public administration and policy.

To apply or request more information, access the Web site at [www.asu.edu/xed/hli](http://www.asu.edu/xed/hli), or call 480/965-9200.

### Income Tax Practitioners' Workshop

Each January, the School of Extended Education offers a two-day workshop for tax preparers, CPAs, and other income tax professionals. These professionals learn the latest information about federal tax legislation and new tax provisions, tax credits, capital gains, and technology changes that affect business and profitability. Participants also may be eligible for 15 CPE hours from the Arizona Board of Accountancy. This program is presented by the three state universities in cooperation with the U.S. Internal Revenue Service and the Arizona Department of Revenue.

For more information, call 480/965-9200, or access the Web site at [www.asu.edu/xed/tax](http://www.asu.edu/xed/tax).

### Real Estate Continuing Education

Arizona real estate agents and brokers, even in the most rural communities of the state, can obtain the 24 hours of continuing education credits they need for license renewal through a series of Web-based, continuing education courses. Courses are offered in the following categories: commissioner's standards, contract law, agency law, fair housing, real estate legal issues, and disclosure.

For more information and to register online, access the Web site at [www.asu.edu/xed/renewal](http://www.asu.edu/xed/renewal).

### TravelLearn

TravelLearn<sup>®</sup> educational tours are designed to challenge an individual's mind and offer learning opportunities. These programs for adult learners have no exams, grades, or attendance requirements. Participants may attend any number of the scheduled learning experiences. TravelLearn students must be between the ages of 30 and 80.

For more information, call 800/235-9114.

### Wealth Management

This program is a series of six evening classes that help personal investors manage their investments like a business. The program offers a comprehensive study of the major



advancements and practical application in portfolio theory and provides proven strategies in issues such as asset allocation, risk management, international markets, taxation, estate planning, and performance measurement. Classes are held throughout the valley and at other locations in the state.

For more information, call 480/965-9200, or access the Web site at [www.asu.edu/xed/wealth](http://www.asu.edu/xed/wealth).

## Lectures

A variety of special programs of academic and cultural interest as well as personal enrichment are provided to the general community. These lectures cover an array of topics and are offered in central Phoenix at the Downtown Center at ASU.

For more information about these programs, access the Web site at [www.asu.edu/xed/lectures](http://www.asu.edu/xed/lectures), or call 480/965-3046.

### ASU Community Fellows Lecture Program

This program, offered each spring, is a catalyst in fostering partnerships among neighborhood, university, and business interests seeking to improve the quality of life valley-wide. It also facilitates mutual learning experiences.

### Brown Bag Lunch Lectures

These lectures feature topics of interest to the general public and cover areas such as fine arts, urban issues, history, and culture. While many are stand-alone lectures, some are part of a series of topics in a particular interest area. Examples of topics include Analyze This..., Matters of the Mind, Health Matters, Here's to Your Job, Hispanic Heritage Month, Native American Recognition Month, Meet the Authors, Out to Lunch and Into the Arts, Substance Abuse Awareness, and You and Your Money.

### Downtown and Gown

These lectures are designed to give central Phoenix residents and the business community a greater awareness of the rich array of talent and resources available at the university. ASU faculty and deans from each of the campuses present the lectures each fall and spring semester.

### John F. Roatch Global Lectures in Social Policy and Practice

This lecture series is an annual event that brings an internationally known scholar to Arizona to lecture on a topic of global reach and social significance to the community. The John F. and Mary Roatch Endowment supports the lectures and occasionally sponsors additional events. A publication of each lecture is disseminated by the School of Extended Education and is deposited at University Libraries.

### Linda Haskell Memorial Master Class on Current Social Events

This annual event invites an internationally known expert to lead an interactive forum to discuss current topics of concern to human services practitioners in Arizona.

### Urban Issues Lecture Series

These lectures encourage discussions of national public policy and its impact on local policy and economic development. The series is offered in partnership with the Phoenix

Community Alliance, the ASU College of Public Programs, and the Morrison Institute for Public Policy.

## Downtown Partnerships

The university provides several services to the downtown Phoenix community.

### Advanced Public Executive Program

This program is committed to enhancing the effectiveness of government services and operations. The program provides high-quality professional development and interventions tailored to the specific needs of public managers, executives, and elected officials.

For more information, call 480/965-4006.

### Arizona Prevention Resource Center

This library and distribution center serves as a centralized source for individuals, schools, and communities throughout Arizona to support, enhance, and initiate prevention efforts. Planning, mobilizing, training, and evaluating community prevention efforts can be coordinated through this center.

For more information, call 480/727-2772.

### Joint Urban Design Studio

The studio is the Joint Urban Design Program's physical location at the Downtown Center at ASU. It is a place where facilitated discussions among community, civic, and private sector interests can be held. The studio displays ideas and disseminates information on urban issues through models, the Web, and publications of local, regional, and national importance.

For more information, call 480/727-5146.

### Office of Youth Preparation

This nationally recognized program is committed to increasing the flow of college-eligible minority students into higher education. The program provides academic support to Arizona youth through classroom, university, community, and research programs. The program's position within the university system allows for the development of diverse partnerships in order to maintain its commitment to positively impact Arizona's youth.

For more information, call 480/965-8510.

### Urban Data Center

This center serves as a resource for analysis and implementation of public policy in metropolitan Phoenix and works closely with ASU researchers and organizations as well as local governments, state agencies, and other independent organizations.

For more information, call 480/965-3046.

## Locations

More than 200 off-campus sites throughout metropolitan Phoenix, the state, and beyond are used to make classes more accessible to students. In addition, various technologies are used to deliver degree programs and credit courses to the workplace and home. Partnerships have been created with public and private organizations to deliver ASU courses off campus. Many neighborhood sites, such as

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community colleges, schools, churches, and businesses, serve as hosts to many university courses.

For more information about off-campus sites, call 480/965-9797. For information about Internet, televised, and independent learning courses, call 480/965-6738.

### Downtown Center at ASU

The center is an educational, applied research, and community service facility in downtown Phoenix. It is host to traditional and interdisciplinary undergraduate and graduate credit classes, professional and continuing education programs, and lectures and community forums. It is the educational hub for downtown workers, organizations, and residents, and serves as a meeting site for conferences and seminars.

Each classroom is equipped with a sound system, video projection system, and Ethernet connections, and has the ability to receive satellite downlinks. The center has three rooms equipped with a teleconferencing system that allows students at corporate and community receiving sites, such as the center, to interact with instructors during televised class sessions. ASU students, faculty, and staff may take advantage of the center's two state-of-the-art computer labs, as well as Web stations throughout the facility and wireless networking. A lab assistant is available during posted hours. Students, faculty, and staff may also access the ASU University Libraries' online catalog, information, and resources. Students may order and return library books and order copied materials. Textbooks for all courses held at the center are available during the first week of classes each spring and fall semester.

The center provides attractive accommodations for meetings and conferences. Room rentals may include advice in logistics planning, professional equipment, technical support (including two computer classrooms), and food and beverage service. Break-out areas are conveniently located throughout the facility. Rooms are also available to non-ASU organizations, in accordance with university policies and procedures.

The center's art gallery, the Galleria, features works by ASU faculty, staff, students, and local artists. Exhibits rotate monthly. The Galleria participates in monthly and annual art tours, including First Friday and Art Detour, sponsored by ArtLink, a local artists' group.

Convenient parking is available in the Heritage and Science Park garage on the corner of Fifth and Monroe Streets.

For more information about the programs and services provided at the center, call 480/965-3046, or write

DOWNTOWN CENTER AT ASU  
502 E MONROE ST  
PHOENIX AZ 85004-4442

Several ASU programs and partnerships are located at the center.

The *Advanced Public Executive Program* provides quality professional development and interventions tailored to the specific needs of public organizations.

The *Arizona Prevention Resource Center* enables effective prevention in Arizona by promoting healthy families, schools and communities. The center is a statewide resource on best practices for prevention, and it provides assistance,

training, grant writing, and evaluation services. It is a centralized resource for individuals, practitioners, schools, and communities.

*Building Great Communities* serves as a liaison to targeted communities throughout the state, creating alliances among community organizations, faculty, staff, and students. It seeks to improve the quality of life in Arizona and addresses specific issues through various long- and short-term projects.

The *Center for the Future of Arizona* works with civic and political leaders to develop a statewide agenda to expand educational opportunities, encourage strategic investments, and achieve a sustainable quality of life for residents.

The *Joint Urban Design Studio* is the Joint Urban Design Program's physical location at the Downtown Center at ASU.

The *Office of Youth Preparation* is a nationally recognized program committed to increasing the flow of college-eligible minority students into higher education.

The *Urban Data Center* serves as a resource for analysis and implementation of public policy in metropolitan Phoenix.

The *School of Extended Education* has several administrative offices located at the center, including the dean's office.

