

College of Extended Education

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Dean

The College of Extended Education was created in 1990 for the purpose of extending the resources of ASU throughout Maricopa County, the state, and the region. Through the various units of the college, the university's "extended campus" provides access to academic credit courses, noncredit continuing education, and research and special projects.

American Language and Culture Program

The American Language and Culture Program (ALCP) features an intensive, noncredit course of study designed for adult international students who want to become proficient in English as a second language for academic, professional, or personal reasons. Applicants must be at least 18 years of age and must have a high school diploma or its equivalent. All conditions of the U.S. Immigration and Naturalization laws pertaining to full-time study in the United States must be met by all applicants. Beginning students are required to take an English placement test before the beginning of classes. Certificates of achievement are awarded on completion of the course. Admission to the program does not constitute regular admission to ASU.

Beginning, intermediate, and advanced courses provide instruction in listening, speaking, reading, and writing and structure. Academic advising and orientation to Arizona and the United States are integral parts of the program.

Program-wide social activities each term include a major field trip, a dinner, a picnic, a cultural activity, visits to museums, historical sites, and musical presentations.

Advanced level ALCP 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 ALCP. Classes in conversation, speech improvement, and the Test of English as a Foreign Language (TOEFL) are offered during alternate terms.

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 of study is also offered. Inquiries con-

cerning admission requirements, enrollment, and fee schedules should be sent to

AMERICAN LANGUAGE AND
CULTURE PROGRAM
ARIZONA STATE UNIVERSITY
BOX 873106
TEMPE AZ 85287-3106

For more information, call 602/965-2459.

Arizona Prevention Resource Center

The Arizona Prevention Resource Center (APRC) is a partnership between Arizona State University, the Governor's Office of Drug Policy, the Arizona Department of Education, and Arizona Department of Health Services.

APRC serves as a centralized source for individuals, schools, and communities throughout Arizona to support, enhance, and initiate prevention efforts focused primarily on prevention of alcohol and other drug abuses, including other areas such as gang and HIV prevention. The APRC operates in the following program areas:

1. clearinghouse: to provide accurate, timely, and personalized prevention information and materials through in-house collection, access to national sources, and by providing linkages between prevention programs in Arizona.
2. training and technical assistance: to provide high quality, responsive training and technical assistance for organizations and individuals undertaking prevention programs in local communities and schools.
3. evaluation and research: to coordinate and provide leadership for a statewide evaluation strategy for alcohol and other drug prevention programs, to produce an annual inventory of substance abuse prevention, education, and treatment programs in Arizona, to design and conduct contracted evaluations of community-based prevention programs, and to promote quality and accountability in all aspects of APRC operations.
4. planning and development: to promote effective collaboration among prevention and treatment program leadership, to broaden the funding base for prevention programs, and to develop and strengthen partnerships.

If you are interested in prevention efforts in Arizona or would like more information about the Arizona Prevention Resource Center, please contact the APRC.

By mail:

ARIZONA PREVENTION RESOURCE
CENTER
COLLEGE OF EXTENDED
EDUCATION
ARIZONA STATE UNIVERSITY
BOX 871708
TEMPE AZ 85287-1708

In person:

Cornerstone Mall (Northeast corner
of Rural and University)
725 S. Rural Road, Suite C207
Tempe, Arizona

By phone:

602/965-9666

By fax:

602/965-8198

Toll-free in Arizona:

1-800-432-APRC (2772)
TDD 1-800-432-2772

Center for Lifelong Learning

The Center for Lifelong Learning at the ASU Sun Cities educational facility is located at the Bell Plaza Professional Building South, 17220 Boswell Blvd., Sun City, Arizona, in the nation's largest retirement community. The courses offered are predominantly noncredit and include a curriculum tailored specifically to the interests of the retirement community. Each year more than 150 courses from approximately 30 disciplines are taught. Weekly lectures also are available throughout the year in a variety of subjects.

The ASU on Wheels Educational Tours program provides more than 30 single-day trips and 12 or more multiple-day tours each year. Travels are made throughout Arizona and bordering states with courses in Southwest history, geology, sociology, and economics offered en route. Multiple day tours include stays at Lake Powell, Canyon de Chelly, northern Arizona and southern Utah areas, southern Arizona, New Mexico, and Durango, Colorado. Tour groups also travel to Alaska, Canada, Catalina Island, Florida, Northern California, Nova Scotia, Oregon, and Texas.

Programs for the retirement community are in the process of expansion throughout Maricopa County. For more information, call 602/965-5600 or 602/972-7398.

Division of Instructional Programs

As a convenience to students, courses are conducted off campus in locations throughout the state.

Credits earned off campus are recorded on a student's permanent record in the same manner as those earned on campus, and both are equivalent in all academic considerations. All academic standards of the university, including policies related to admission and registration, apply to off-campus courses. It is the responsibility of the student to be aware of all applicable policies before registering. It is the responsibility of each dean to determine what courses to offer off campus and to make faculty assignments.

The registration fees and tuition for off-campus courses are the same as on the main campus. (See resident and nonresident rates in the current *Schedule of Classes*). Before the 21st calendar day of 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, resident registration fees or full-time nonresident registration fees and 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 registration fees and tuition separate from (in addition to) those courses starting before the 21st calendar day of the semester. For more information, call 602/965-9797.

Downtown Center

The Downtown Center, located at the Phoenix Mercado, is specifically designed to extend Arizona State University into the central Phoenix community, to help address urban challenges, to serve the governments of Arizona, and to enhance public policy-making capacity.

The center provides instruction and community service, carries out applied research, and promotes economic and cultural development. Graduate and upper-division courses of interest to

government, business, and the professional community are offered. Interactive instructional television courses in engineering, business, liberal arts, and non-laboratory sciences are also offered.

The Joint Urban Design Program, located in the Downtown Center, is a collaborative effort of the ASU College of Architecture and Environmental Design, the Downtown Center, and the City of Phoenix. The program directs institutional and public resources toward developing an understanding of issues that affect the urban quality of Phoenix. The Joint Urban Design Studio conducts urban design research with the City of Phoenix. For more information, call 602/965-3046.

The Personal Computer Training Program is a microcomputing training center offering noncredit classes in the latest versions of software and courseware. A full range of short, streamlined courses in progressive levels is offered. Development of programs for new markets, such as executives, small business owners, retirees and youth, is ongoing. For more information, call 602/965-9200.

The Professional and Continuing Education unit offers a variety of non-credit programs for working professionals. Continuing education programs of high quality are offered to adult learners in collaboration with ASU colleges, other educational providers, professional associations, and public and private organizations. These ongoing educational experiences are intended to improve professional competence, meet current training and educational needs, and address current issues and trends. For more information, call 602/965-3046.

The Urban Data Center serves as a resource for analysis and implementation of public policy in metropolitan Phoenix. The center works closely with ASU researchers and organizations such as the Morrison Institute for Public Policy, University Libraries, the Joint Urban Design Program, local government, state agencies and other independent organizations to build a comprehensive database on policy issues for urban planners and community leaders. For more information, call 602/965-3046.

The Advanced Public Executive Program of the ASU College of Public Programs is housed at the ASU Downtown Center. This program is designed to provide public managers and administrators with analytical approaches and skills through short courses and seminars to help mobilize ideas, people, and resources in support of public programs. For more information, call 602/965-3046.

PRIME (Project to Improve Minority Education) is housed at the Downtown Center with evaluation support services located at the Hispanic Research Center. The program is designed to increase the pool of college-eligible minority students, who have historically been underrepresented in higher education, by providing instructional and support services to seventh through 12th grade students and their families at targeted Arizona schools. For more information, call 602/965-8510.

The ASU Downtown Center also serves as a meeting and conference site. It offers attractive rates, accommodations for small or large groups, beverage and food service, professional equipment, and secure, limited parking. The Downtown Center staff offers a wide range of services in logistics planning. The center is available for use by outside organizations, subject to the limits of university policies and procedures.

For more information, call the facility coordinator at 602/965-3046 (FAX 602/965-8515) or write to

ASU DOWNTOWN CENTER
502 E MONROE ST
PHOENIX AZ 85004-2337

ASU faculty, staff, and students may take advantage of computer lab facilities at the ASU Downtown Center. Equipped with IBM personal computers and Macintosh computers, the laboratory has access to VAX, FOCUS, WYLBUR, the libraries, electronic mail, and more. An assistant is also available.

Students at the ASU Downtown Center have access to ASU library information and resources through the Computer Lab. Students may order library books and return them; in addition, access to the libraries' online catalog is available.

Lab hours vary each semester. For more information, call 602/965-3046.

Independent Study by Correspondence

College credit correspondence courses are specifically designed for the student unable to attend classes in person. They are offered for students who seek to fulfill degree objectives and for those who wish to increase occupational, professional, and intellectual skills.

To enroll in correspondence study, request an enrollment form and a brochure of courses by writing to

INDEPENDENT STUDY BY
CORRESPONDENCE
ARIZONA STATE UNIVERSITY
BOX 871811
TEMPE AZ 85287-1811

Students admitted to ASU must obtain the approval of their advisors and the deans or chairs of the standards committees of the colleges in which they are enrolled before enrolling in correspondence study. Approval is required of any continuing student whether or not enrolled for courses during the summer sessions or vacation periods. Student athletes must obtain approval from the faculty athletics representative in order for correspondence credit to be used to meet the NCAA "satisfactory progress" requirement. Unclassified undergraduate or graduate students are not required to obtain approval. Correspondence courses may not be utilized to change a grade or to make up for courses in which the student has previously received a grade such as "D," "E," or "I."

Correspondence courses generally consist of eight lessons per semester hour, which may include proctored tests, midterms, or special projects. Eight to 10 hours are normally required to prepare each assignment. All courses require a proctored final exam.

A student may not take a final exam fewer than seven days from date of registration for a one-unit course, 14 days for a two-unit course, and 21 days for a three-unit course.

Students may take one correspondence course initially, with the expectation of completion within a calendar year. However, when one-half the lessons are completed, enrollment in a second course is possible. Students not attending ASU on campus may be permitted to register for two correspondence courses concurrently. Students may not register for more than two correspondence courses at once.

A maximum of 60 semester hours earned in correspondence and/or by comprehensive examination may be applied toward the baccalaureate degree at ASU. Correspondence courses are not applicable as graduate credit.

A correspondence study registration fee is required of all students, including full-time students who have paid registration fees and tuition. Tuition waivers do not apply to correspondence study. Services and activities for on-campus students are not covered by Independent Study by Correspondence fees.

A student may enroll in an off-campus or correspondence course without making formal application for admittance to the university or for degree candidacy. High school seniors may enroll in off-campus or correspondence courses under the provisions stated in "Admission before Graduation from High School," pages 33-34. For more information, call 602/965-6563 or 1-800-533-4806.

Distance Learning Technology

The Distance Learning Technology office facilitates distance learning through technology. The office assists academic departments in the development, acquisition, production, scheduling, marketing, and delivery of televised courses. Delivery systems for the courses include public television, cable television, Instructional Television Fixed Service (ITFS), satellite, computer, and videotape.

Televised university courses ("TeleCampus") allow students to receive instruction at convenient locations, such as their places of employment or their homes. By attending these video classes, students can overcome problems of scheduling and commuting that might otherwise prevent them from seeking further education.

Use of the ASU satellite earth station facilities is coordinated by Distance Learning Technology. The satellite uplink is available for the transmission of courses and video conferences nationwide. The downlink is connected via the broadband to allow reception of nationally distributed teleconferences in various specially equipped classrooms on campus. For more information, call 602/965-6738.

Office of Planning and Development

The Office of Planning and Development has as its mission the expansion of existing programs and the development of new programs for the College of Extended Education, the community, the state, and local governments.

The office works with college units, as well as community and statewide groups, to conceptualize new programs, to seek out potential funding sources, and to develop grant applications. The office also provides technical assistance to other college directors and statewide groups regarding program development and grant writing.

Facilitation of the statewide strategic planning and implementation process regarding substance abuse prevention, education and treatment has been a major focus of the office. In addition, three national leadership and policy development programs are coordinated by this office: the Education Policy Fellowship Program, in collaboration with the Washington, D.C.-based Institute for Educational Leadership; and the State Education Policy Seminars, in collaboration with the Education Commission of the States, and the Intergovernmental/Interagency Exchange in collaboration with Arizona's Family Action Network.

The Education Policy Fellowship Program is a year-long program that offers an opportunity for midcareer individuals from a variety of agencies, organizations, and disciplines throughout the state to think and learn about public policy and leadership. The State Education Policy Seminars program is developing the Arizona Policy Forum, an opportunity for key Arizona policy and decision makers to learn about and discuss leading edge policy issues. For more information, call 602/965-9777.

