

# College of Extended Education

**Bette F. DeGraw, D.P.A.**  
*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. The College of Extended Education, part of ASU's Extended Campus, forms partnerships with other ASU colleges in order to meet the instructional and informational needs of a diverse community.

## **ASU Extended Campus**

The ASU Extended Campus is a network of centers, sites, schedules, and technologies designed to increase accessibility of university resources to the public. The ASU Extended Campus enriches the capabilities of ASU Main, West, and East in providing access to academic credit courses and degree programs, noncredit continuing education, and research and special projects.

## **Degree Programs**

ASU now offers seven degree programs through the ASU Extended Campus. Convenient times and locations as well as today's technologies make it easier for working adults and other nontraditional students to earn a degree. The College of Extended Education facilitates the delivery of these programs. All courses and degrees are offered through the respective university academic departments. These courses are published each fall and spring semester in the Extended Campus Catalogs.

**Evening Degree Programs.** The College of Liberal Arts and Sciences offers five evening degree programs: the Bachelor of Arts in English, History, Political Science, and Sociology and the Bachelor of Science in Psychology. For more information about these programs call 602/965-EXTN (3986) and request "degree programs."

**Off-Campus Degree Program.** The School of Planning and Landscape Architecture in the College of Architecture and Environmental Design offers the Bachelor of Science in Design with a major in Housing and Urban Development primarily at ASU's Downtown Center, although some courses may be available at ASU's East Valley Center and other locations and via cable television. See the spring and fall issues of the Extended Campus Catalogs for complete scheduling information. For information about this program please call 602/965-7167 or write:

SCHOOL OF PLANNING AND  
LANDSCAPE ARCHITECTURE  
ARIZONA STATE UNIVERSITY  
PO Box 872005  
TEMPE AZ 85287-2005

**Televised Degree Program.** The Department of Electrical Engineering offers the Master of Science in Engineering. This degree program meets the needs of the part-time student who is working full-time in industry. Ten graduate courses are required; six should constitute a major, two courses a minor, and two courses should be taken outside the Department of Electrical Engineering. After completing the required hours of course work, students in this program must pass a comprehensive examination covering topics in the major. Using the department's three-year schedule of courses, students should be able to complete most course requirements over the ITFS system. For more information, please call 602/965-3590.

## **Certificate Programs**

Certificate Programs provide opportunities for those seeking to advance their careers, begin a new career, reenter the workplace, or simply develop new knowledge. A practical choice for career development, Certificate Programs are recognized by employers as evidence of professional skill or accomplishment.

## **Hazardous Materials and Waste Management Certificate Program.**

Proper disposal of toxic materials has been the biggest environmental challenge of the last two decades. This program provides those who are responsible for the safe containment, handling, and disposal of toxic and hazardous materials with a comprehensive and practical curriculum of study in hazardous materials and waste management.

Course topics include safe management of production, use, and disposal of toxic and hazardous materials; information on government regulations and industry standards; and environmental, technological, political, and economic aspects of waste management policies. Instruction is provided by ASU faculty members and recognized experts in the field. Courses are offered for credit or noncredit.

A Certificate of Hazardous Materials and Waste Management is offered to non-degree students who complete seven selected courses for academic credit (five required and two electives) and earn a minimum "C" average. No grade below a "C" is accepted. Degree-seeking graduate students must maintain a "B" average.

Courses are conveniently offered three weekends a semester, separated by three to four weeks. A seminar fee is charged for each course, and applicable resident and nonresident fees will be charged to students enrolling for academic credit.

Prerequisites for each course are listed in an informational brochure available from Instructional Programs at 602/965-9797. To learn more about course content call the Department of Manufacturing and Industrial Technology at 602/965-3781.

**Nonprofit Management Certificate Program.** The Nonprofit Management Institute was developed by the Professional and Continuing Education unit of the College of Extended Education and the United Way. The program is designed to enhance the management skills of those who serve nonprofit human services groups, hospitals, government agencies, churches, private schools, art organizations, environmental groups, and others in the nonprofit sector.

Individuals can receive a Certificate in Nonprofit Management along with 13 Continuing Education Units (CEUs) after completing all ten classes of the program. The individual class option permits participants to enroll in one or more classes on a per-class basis. Additional full-day and half-day workshops are also provided to help those in the nonprofit sector achieve excellence in managing nonprofit organizations.

For more information, call 602/965-3046.

**Post-Master's Nurse Practitioner Certificate Program.** The need for additional primary health care providers has been recognized nationwide. This program is offered to master's-prepared nurses who want to add to their knowledge and skills and become a nurse practitioner.

The course of study is one year, concentrated during June, with classes

meeting on Saturdays monthly and bi-weekly during the remainder of the year. There are two tracks, Family Nurse Practitioner and Psychiatric/Mental Health Nurse Practitioner. Courses offered include Advanced Physiology/Pathophysiology, Psycho-neuroimmunology, Pharmacology, and Advanced Physiological Assessment. Courses are offered for credit or non-credit.

For more information, call 602/965-7431.

### **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. 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 picnic, a cultural activity, visits to museums, historical sites, or 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 concern-

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

AMERICAN LANGUAGE AND  
CULTURE PROGRAM,  
DEPARTMENT 4  
ARIZONA STATE UNIVERSITY  
PO Box 873106  
TEMPE AZ 85287-2376

For more information, call 602/965-2376.

### **Arizona Prevention Resource Center**

The Arizona Prevention Resource Center (APRC) is a partnership among ASU, the Governor's Office of Drug Policy, the Arizona Department of Education, and the 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 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; and
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.

For more information, contact the APRC.

By mail:

ARIZONA PREVENTION RESOURCE  
CENTER  
COLLEGE OF EXTENDED  
EDUCATION  
ARIZONA STATE UNIVERSITY  
PO Box 872208  
TEMPE AZ 85287-2208

In person:

ASU Downtown Center, Building B  
641 E. Van Buren, Suite B2  
Phoenix, Arizona

By phone:

602/727-APRC (2772)

By fax:

602/727-5400

Toll-free in Arizona:

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

### ASU Downtown Center

The ASU Downtown Center, located at the Phoenix Mercado, is specifically designed to extend ASU 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.

Noncredit microcomputing training classes, offered by the Personal Computer Training Program, are held at the center and are taught during daytime and evening hours. In addition, non-credit and certificate programs are offered to working professionals by the Professional Programs and Institutes unit of the College of Extended Education. Refer to "Professional and Continuing Education," pages 402-403, for more information.

The Joint Urban Design Program, located in the ASU 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 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 Joint Urban Design Program, the Morrison Institute for Public Policy, University Libraries, 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.

Project 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

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.

### ASU East Valley Center

The ASU East Valley Center, emerging in conjunction with ASU East at the former Williams Air Force Base, extends access to the university's programs and resources to the growing eastern part of Maricopa County. A primary goal of the East Valley Center is to enable students to pursue selected degree programs in the East Valley through nontraditional scheduling and optional delivery methods, including live instruction and interactive television. The center hosts the Hazardous Materials and Waste Management Certificate Program; additional credit, non-credit, and continuing education opportunities are planned, as the East Valley Center grows along with ASU East. More information about activities at the center is available by calling 602/965-9781.

### ASU Sun Cities Center

The ASU Sun Cities Center educational facility is located in Sun City, Arizona, the nation's largest retirement community. The Lifelong Learning Program offers predominantly non-credit courses 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 Educational Travel program provides more than 40 single-day trips and

20 or more multiple-day tours each year. Programs for the retirement community are in the process of expansion throughout Maricopa County.

Refer to "Professional and Continuing Education" later in this section for more information about the courses and programs offered at this center.

### Correspondence Study

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:

CORRESPONDENCE STUDY  
ARIZONA STATE UNIVERSITY  
PO Box 874001  
TEMPE AZ 85287-4001

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 the 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 expecta-

tion 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. Registration fee and tuition waivers do not apply to correspondence study. Services and activities for on-campus students are not covered by Correspondence Study 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," page 50. For more information, call 602/965-9797 or 1-800-533-4806.

### Distance Learning Technology

Distance Learning Technology utilizes Instructional Television Fixed Service (ITFS) as well as cable television, public television, satellite, microwave, videotape, and CD-ROM to deliver ASU classes to students at remote sites. Many students are unable to attend conventional university classes due to commuting or scheduling difficulties and prefer to view televised courses at convenient locations such as the work site or home.

There are four ITFS studio classrooms at ASU Main, in the Classroom Office Building (COB) and the Business Administration C-wing (BAC). The ASU studio classrooms have an audio system designed for interaction between instructors and remote students while class is in session. All remote sites are equipped with television sets and telephones that provide communication with the TV classrooms on the ASU campus. Daily courier service circulates instructional materials from faculty on the main campus to students at various locations.

Distance Learning Technology assists academic departments in the development, acquisition, production, scheduling, marketing, and delivery of televised courses. TeleCampus eases scheduling and commuting difficulties that may otherwise prevent students from continuing their education by extending ASU courses to off-campus locations via technology.

### 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.

### Professional and Continuing Education

Professional and Continuing Education activities focus on professional and personal development as well as lifelong learning. Programs are planned and developed to complement the missions of the college and the university. These programs can be customized and transported to reach numerous target populations and levels of need.

The Personal Computer Training Program offers noncredit microcomputing training classes in the latest versions of software and courseware. The program offers a full range of short, streamlined courses in progressive levels. Development of programs for new markets, such as executives, small business owners, retirees and youth, is ongoing. Classes are offered at the ASU Downtown Center, the ASU Sun Cities Center, and in many workplaces. For more information, call 602/965-9200.

Professional Programs and Institutes offers a variety of noncredit 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 organiza-

tions. 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 Lifelong Learning Program offers predominantly noncredit courses and includes 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 are available throughout the year in a variety of subjects. These programs are in the process of expansion throughout Maricopa County.

Educational Travel, a component of the Lifelong Learning Program, provides more than 40 single-day trips and

20 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 the Shakespeare Festival in Cedar City, Utah; marine studies in San Diego; Lake Powell and Glen Canyon Dam; Canyon de Chelly and Monument Valley; Bryce Canyon; and the Colonial Cities of Mexico.

For an international educational travel experience, ASU and TraveLearn partner to provide programs to 15 exciting destinations including Costa Rica, Indonesia, and Kenya.

For more information about the Lifelong Learning Program or Educational Travel, call 602/965-5600.

