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# University College

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

Gail Hackett, PhD, Vice Provost and Dean

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University College is a university-wide enterprise committed to innovative, rigorous scholarship. The college offers each student the opportunity for success through integrated advising services, interdisciplinary studies, extended education, academic achievement programs, community engagement, and student-centered delivery models.

The college provides an exceptional education for students who are exploring and expanding their academic and career options. Individualized assistance, educational flexibility, and access to higher education are core values, and the graduates of the college are innovative, intellectually agile, and prepared to respond to the needs of a rapidly changing world.

University College is designed to respond to the needs of students throughout ASU. Initiatives that encourage discovery, inclusion, and engagement are found on each campus and beyond the physical boundaries of ASU. Programs on the Tempe campus focus on advising for exploratory students, the Bachelor of Interdisciplinary Studies degree program, and academic success and engagement programs. On the Polytechnic and West campuses, University College offers advising for exploratory students and academic success programs. The Downtown Phoenix campus is the administrative home of University College and, at this location, the college offers a wide range of courses across many disciplines, incubates new degree programs, develops and manages integrated student services, and advises students who want to explore majors and career paths. Through the School of Extended Education, all students are provided access to continuing education and high-quality degree completion opportunities.

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## School of Extended Education

[www.asu.edu/xed](http://www.asu.edu/xed)  
480/965-9696  
MERCC 319

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Patricia A. Feldman, EdD, Interim Executive Director

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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 School of Extended Education provides flexible scheduling, innovative technologies, and a vast network of

off-campus sites. 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.

### Credits, Tuitions, and Fees

Academic credits earned off-campus are equivalent in all considerations to 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 [asuonline.asu.edu](http://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 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.

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).

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### 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 Mercado 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 Mercado. 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 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 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, access ASUonline, the university's gateway to the "online campus," at [asuonline.asu.edu](http://asuonline.asu.edu). Interested individuals may also write to [distance@asu.edu](mailto:distance@asu.edu), or call 480/965-9797.

### 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 Polytechnic and Tempe 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.

**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 Mercado, the Polytechnic and West campuses, Cactus Shadows High School, and the Gila River Indian Community.

### OFF-CAMPUS LOCATIONS

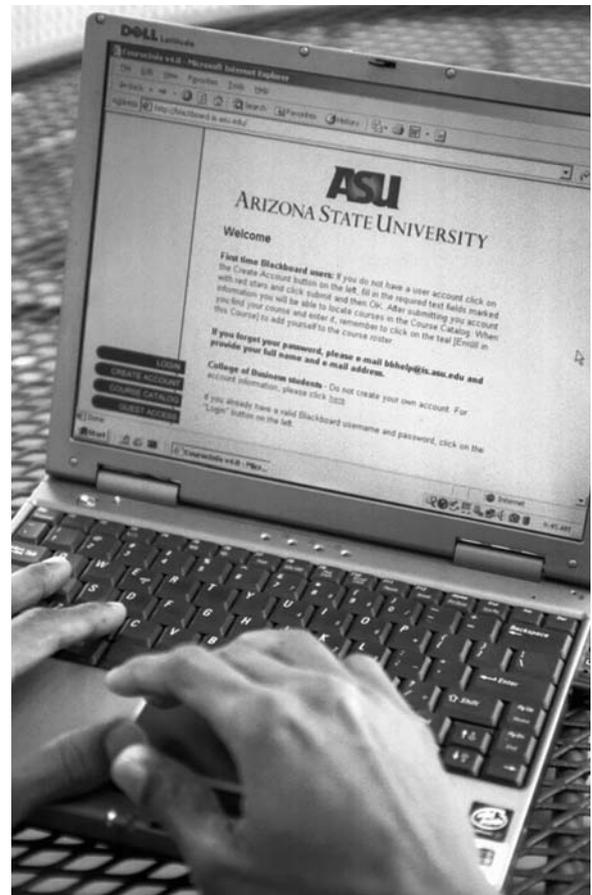
ASU classes are held at more than 200 off-campus sites throughout metropolitan Phoenix, the state, and beyond. Many neighborhood sites, such as community colleges, schools, churches, and businesses, serve as hosts to university courses. In addition, various technologies are used to deliver degree programs and credit courses to the workplace and home.

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

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

### DEGREE PROGRAMS

The School of Extended Education works in partnership with the colleges and schools of ASU to deliver a number of degrees and certificates. These programs are available to all students, and are particularly desirable to students who are unable to attend classes during regular school hours or at one of the four ASU campuses.



Many areas on campus accommodate wireless network connections, and wireless zones continue to expand on all ASU campuses.

Tim Trumble photo

## CERTIFICATES

### Graduate Certificates

#### Evidence-Based Practice in Nursing and Healthcare.

This certificate program is designed to prepare nurse clinicians and educators as experts in evidence-based practice (EBP) as systemwide change agents for the advancement and sustainability of EBP. This 17-semester hour, 12-month program is user-friendly and constructed in a distance learning, online format to facilitate involvement of the participants, regardless of where they live. Admission is once per year in January, and the program is designed to provide a cohort experience.

For more information, call 480/965-3244.

#### Nurse Education in Academic and Practice Settings.

This certificate program is designed to meet the growing challenges of a shortage of qualified nursing educators. Graduates will use theories of teaching and learning in academic and practice settings, with emphasis on nursing education. For more information, call 480/727-6930, or access the program's Web site at [www.nursing.asu.edu/ned](http://www.nursing.asu.edu/ned).

**Professional Development Certificates.** Certificate programs provide opportunities to those seeking to advance their careers, begin a new career, reenter the workplace, or develop new knowledge. Certificates are a practical choice for career development; in addition, employers recognize them as evidence of professional skill or accomplishment. Some programs may offer academic credit and others may offer continuing education units through professional associations.

**Accelerated Financial Planning Program.** The Accelerated Financial Planning Program is designed to impart the education necessary to prepare students for the Certified Financial Planner (CFP) certification examination and to prepare them for a successful career in financial planning. This program consists of six courses and is specifically designed as an alternative distribution channel for financial services professionals seeking to attain the CFP designation in an accelerated format of seven to eight months.

For more information, call 480/965-9200.

**ASU Skill Certification.** Users may test skill levels online for dozens of job roles with targeted learning recommendations from ASU. Certification offers the potential for individuals to earn multiple job skill certifications online. Businesses may also utilize ASU Skill Certification to improve the skills of existing and potential employees.

For more information, call 480/965-9200.

**Business English.** This certificate program is designed to help professionals who speak English as a second language to succeed in business. It offers courses that use reading, writing, and discussion and presentation exercises designed to offer practical knowledge and confidence in American and international business practices. Once students successfully complete certificate courses, they earn a business English certificate. Most classes are ongoing and meet three hours a week for eight weeks.

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

**Certified Management Accountant.** This program consists of three 24-hour courses and one 12-hour course, and is designed to prepare students for the Certified Management Accountant (CMA) examination. The CMA designation provides corporate management and individual members with an objective measure of knowledge and competence in the field of management accounting. The CMA is an invaluable credential for professional advancement and for broadening professional skills and perspective.

For more information, call 480/965-9200.

**Supervisory and Management Skills.** The Supervisory and Management Skills Certificate provides skill competency-based learning that is designed to develop the qualities of first-time and experienced supervisors and managers. This program is fully customizable and can be delivered live, online, or in a hybrid format.

For more information, call 480/965-9200.

## PROFESSIONAL AND PERSONAL DEVELOPMENT

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.

### 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 TOEFL is not required for ASU graduate or undergraduate admission if international students successfully complete this program.

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).

### **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.

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.

### **MERCADO**

The Mercado (formerly known as the Downtown 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 an educational hub for downtown workers, organizations, and residents, and serves as a meeting site for conferences and seminars.

## UNIVERSITY COLLEGE

Each classroom is equipped with a sound and video projection system, Ethernet connections, and the ability to receive satellite downlinks. Three rooms are equipped with receiving sites to interact with instructors during televised class sessions. ASU students, faculty, and staff may take advantage of wireless networks, two state-of-the-art computer labs, and Web stations throughout the facility. 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 Mercado are available during the first week of classes each semester.

The Mercado 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.

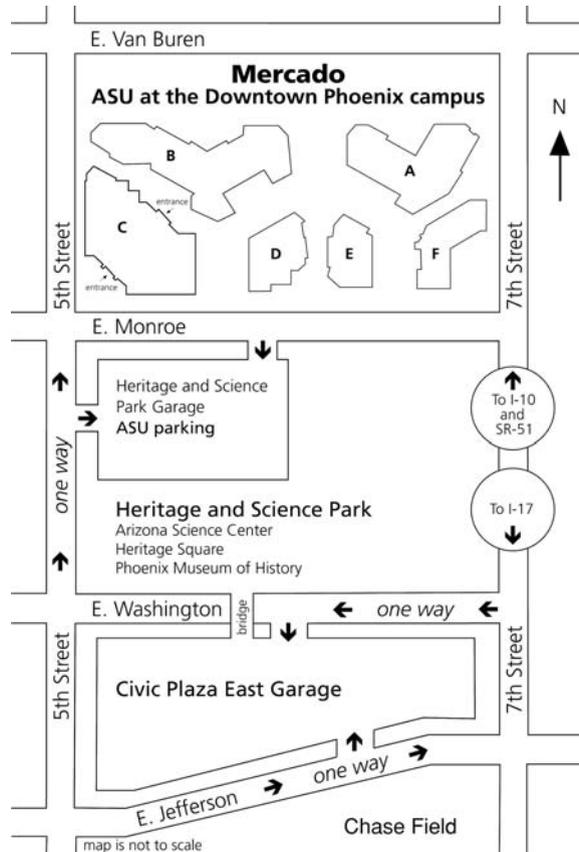
Convenient parking is available in the Heritage and Science Park garage on the corner of Fifth and Monroe Streets.

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

MERCADO  
502 E MONROE ST  
PHOENIX AZ 85004-4442

Several ASU programs and partnerships are located at the center, including several University College administrative offices:

1. *Advanced Public Executive Program*, providing quality professional development and interventions tailored to the specific needs of public organizations;
2. *Arizona Prevention Resource Center*, a statewide resource on best practices for prevention providing assistance, training, grant writing, and evaluation services;
3. *Building Great Communities*, a liaison to targeted communities throughout the state, creating alliances to improve the quality of life in Arizona, addressing specific issues through long- and short-term projects;



4. *Center for the Future of Arizona*, working 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;
5. *Joint Urban Design Studio*, located at the Mercado;
6. *Office of Youth Preparation*, a nationally recognized program committed to increasing the flow of college-eligible minority students into higher education;
7. *Stardust Center for Affordable Homes and the Family*, conducting research on social and economic foundations for permanent affordable homes for working families and studying the impacts of family services on family and neighborhood stability; and
8. *Urban Data Center*, a resource for analysis and implementation of public policy in metropolitan Phoenix.