A Message From...
Joan Gunter

Welcome to Extended Studies Fall 2013 Continuing U Catalog and our menu of course offerings. Extended Studies takes great pride in the administration of our courses and programs. We review every end of course survey to find ways to improve our offerings and programs based on your feedback. Extended Studies non-credit programs are meant to be flexible and mostly informal so that students are at ease and more prepared for learning.

We encourage you to take a personal or professional development class and let us know what you think! If you have already taken one of our non-credit classes, please let us know what classes you and your classmates would like to attend in the future. Course offerings increase when more of your friends and family hear about your class, so please spread the word about your learning endeavors. Learning is also more fun with a friend.

According to Learning Resources Network, the responsibility for learning rests not only with program administration, but also with the teacher and participants. Truth be told, the rubber meets the road when the instructor and students meet and the learning begins. Extended Studies non-credit instructors have a passion for teaching, are content area experts, but most importantly, enjoy the process of student learning. We are proud of our Extended Studies instructors and are fortunate that they have chosen Southeastern to pursue their passion. You will see some new course additions to our Fall 2013 catalog, and we are excited for you to meet our new instructors. We also salute our seasoned instructors, as their courses are in demand and fill up quickly every semester.

Extended Studies would like to take a moment to introduce you to one of our newest non-credit instructors and one of our seasoned non-credit instructors. These ladies care deeply about student success and they are also professionals in their field. Meet Ronda Gabb and Deborah Anderson.

NOTARY PREP - Ronda M. Gabb founded the law firm of Ronda M. Gabb & Associates, LLC “A Louisiana Estate Planning and Elder Law Practice”, with offices in Covington and Metairie. Ms. Gabb graduated from Tulane Law School with a concentration in estate planning. She is certified by the Louisiana Board of Legal Specialization and is also a member of the American Academy of Estate Planning Attorneys, the National Academy of Elder Law Attorneys, the Governor’s Elder Law Task Force, the Covington Bar Association, and the Northshore Estate Planning Council. Ms. Gall is also a Registered Financial Consultant. Ronda was born and raised in New Orleans.

BOOKKEEPING CERTIFICATE PROGRAM- Deborah Anderson is currently an instructor for Livingston Parish Public Schools at the Literacy and Technology Community Center. She teaches a dual enrollment course with Northshore Technical College that introduces high school students to an administrative career in healthcare. Ms. Anderson holds a Bachelor of Arts degree in Marketing and Accounting from Southeastern Louisiana University. She also holds a teaching certificate in Business Education. Her extensive work experience includes owning and operating a large scale childcare facility and owning a small business accounting firm. Ms. Anderson obtained the Intuit Quickbooks Certified User certification.

A sincere thank you is extended to our Spring Continuing U participants, instructors and staff for their dedication to the pursuit of lifelong learning.
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BUSINESS & ADMINISTRATION

CUSTOMER SERVICE BOOTCAMP NEW
Providing quality customer care ensures that every single contact with your organization is a positive experience, which in turn will hopefully increase revenue. Customers can range from external customers to internal employees in other departments. Knowing how to provide the same level of service to all customers will enrich your time spent at work by establishing positive business relationships. This positive atmosphere that is created by the employee and backed by management also discourages high turnover.

PROJECT MANAGEMENT FUNDAMENTALS
The goal of Project Management Fundamentals is to prepare project managers and others planning to pursue a career in project management with the skills and tools necessary to successfully plan, manage, and deliver projects on time and within budget. The course is based on the Project Management Institute’s Body of Knowledge and highlights the five project management process groups (Initiating, Planning, Executing, Monitoring/Controlling, and Closing) and their interaction with the nine project management knowledge areas (Integration, Scope, Time, Cost, Quality, Human Resources, Communications, Risk, and Procurement). Areas of emphasis will include: creating a work breakdown structure (WBS), scheduling, estimating, Earned Value Management, and risk response planning. The course also includes a discussion on project management certification, lectures, exercises, and short quizzes.

MICROSOFT PROJECT 2010
The goal of Microsoft Project 2010 is to prepare the student to build and modify a project schedule, which will assist them in managing their projects. In this instructor-led course, students will be led through the process of building and modifying a schedule using hands-on exercises. These exercises include: adding tasks, organizing these tasks in a work breakdown structure (WBS), sequencing (adding task relationship), creating and assigning resources, organizing project information, updating the schedule, and generating reports.

VOICE WRITING FOR COURT REPORTING NEW
This seven-month program is designed to prepare a student for the state licensing exam and for entry-level employment as a court reporter. Dictation, computer, and word processing skills are developed throughout the course. The course is a hands-on development plan with exposure to actual court reporting situations.

SHRM ESSENTIALS OF HR MANAGEMENT NEW
The SHRM Essentials of HR Management is an introductory course offering a comprehensive overview of human resource roles and responsibilities. It gives participants critical knowledge to help reduce potentially costly lawsuits and improves their ability to handle challenging HR issues. This course is ideal for those who are just starting out in the human resource profession or those who are looking for an effective way to boost their employee management skills.

NEED THESE COURSES CUSTOMIZED FOR YOUR BUSINESS? Request a customized course by contacting extended.studies@southeastern.edu

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Bookkeeping Class... Story

Deborah Anderson considers herself a lifelong learner. That’s why she’s helped develop a bookkeeping course for Southeastern’s Extended Studies program where students can earn certification in QuickBooks, one of the mostly widely used accounting programs in business today.

“Extended Studies is a non-threatening atmosphere that gives people a way to step back into learning mode again,” Anderson said. “It gives individuals the opportunity to extend their education without committing to a college program.”

Her recent class is an example of the range of students to be found in Extended Studies. Anderson said most of her students were already using QuickBooks when they came to the class.

“One is a small business owner and three others use QuickBooks in their employment position,” she said. “Another student is working on a degree in accounting, but wanted this experience on top of her degree.”

Bookkeeping Level 1 is an overview of basic accounting terms, including financial report processing and payroll entry used to set up QuickBooks. The Level II and III are more in-depth preparation to become a QuickBooks Certified User, an industry-based certification. Anderson is a proctor for the certification process.

“Obtaining certification gives them an edge over others” when seeking employment, she said. What the certification means is “the person can be hired without having to be trained a lot.”

“For a modest investment of time, students are walking away with a certificate and something that will help them compete to find new careers.”

She said the type of person who might consider seeking QuickBooks certification “is extremely detail oriented and comfortable working on computers.” Knowledge of basic high school math and basic accounting is needed to begin the class.

“It’s all about noticing the numbers and balancing. Most who do it, they have a knack for it, they just see it in the cycle for business, the inflow and outflow of cash money.”

Anderson has a bachelors’ degree in Accounting and Marketing from Southeastern Louisiana University with a teaching certificate in Business Education.
Southeastern Louisiana University • Division of Extended Studies

**Bookkeeping… Certificate Program**

**BOOKKEEPING LEVEL I: QUICKBOOKS 2012 NEW**
This course is for anyone who presently owns a business or is contemplating opening one. You must have basic computer knowledge and some understanding of financial terms (checking accounts, revenues, expenses, etc.) Participants can receive up to 1.2 CEUs.

**BOOKKEEPING LEVEL II: QUICKBOOKS 2012 NEW**
Business owners currently using Quickbooks for their financial accounting or experienced bookkeepers who use Quickbooks on a daily basis and want to increase their knowledge would benefit from this course. This class is also offered as the Level II course to Quickbooks Level I. Participants can receive up to 1.5 CEUs.

**QUICKBOOKS INTUIT CERTIFIED USER TEST REVIEW NEW**
This course is for experienced Quickbooks users interested in obtaining an Industry Based Certification for Intuit Quickbooks Certified User. Participants can receive up to 1.2 CEUs.

**COMPUTER & TECHNOLOGY**

**EXCEL LEARNING SERIES: INTRODUCTION TO EXCEL 2007**
This course is designed for individuals who have little or no experience with Microsoft Excel. Excel is an important tool for almost any business environment. Students will learn to create a file, enter data, create formulas, navigate spreadsheets, and understand the basic components of the Excel environment. Students will also learn to format, edit, and save documents. Students who successfully complete this course will receive a certificate of completion, which can combine with CEUs for Intermediate and Advanced levels for total of 1.8 Maximum CEUs.

**EXCEL LEARNING SERIES: INTERMEDIATE EXCEL 2007**
This course is designed for individuals who already have basic Microsoft Excel skills. All types of organizations have data that needs to be analyzed and managed. Through this course, students will learn how to use advanced formulas and functions, create and edit charts and graphs, use absolute cell references, create and sort tables, protect workbooks, and create Pivot Tables to summarize data. Students who successfully complete this course will receive a certificate of completion, which can combine with CEUs for Introduction and Advanced levels for total of 1.8 Maximum CEUs.

**EXCEL LEARNING SERIES: ADVANCED EXCEL 2007**
This course is designed for individuals who want to learn more advanced features of Microsoft Excel. Through this course, students will learn how to use advanced functions such as lookup tables, nested IF statements, how to import data from other sources, using functions to read and manipulate data in cells, and how to record Macros to automate spreadsheets. Students who successfully complete this course will receive a certificate of completion, which can combine with CEUs for Introduction and Intermediate levels for total of 1.8 Maximum CEUs.

**MICROSOFT WORD 2007 LEARNING SERIES: INTERMEDIATE**
This course is for individuals who have some knowledge of Microsoft Word 2007, but want to improve their proficiency. Students will learn to customize and automate Word elements, as well as create more complex documents such as lists, tables, charts, and graphics. Students who successfully complete this course will receive a certificate of completion, which can combine with CEUs for Introduction and Advanced levels for total of 1.8 Maximum CEUs.

**MICROSOFT WORD 2007 LEARNING SERIES: ADVANCED**
This course is for individuals who use Word 2007 and spreadsheets but need to work on more complex documents. Students will learn to create, manage, revise and distribute long documents and forms. This includes collaboration and secure documents. Students who successfully complete this course will receive a certificate of completion, which can combine with CEUs for Introduction and Intermediate levels for total of 1.8 Maximum CEUs.

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**BASIC FILM ACTING**
Do you see yourself in the spotlight? This course is designed to teach novice actors basic film and stage audition and acting techniques, on-set behavior, and how to find legitimate film and stage acting work in Louisiana. Earn up to 1.0 CEU (can be combined with all other film & cinema for a maximum of 5.4 CEUs).

**MAKEUP FOR CINEMA**
Want to create the next star’s character? Students in this course will learn and be able to deliver the makeup needs for film and television productions and demonstrate a variety of makeup applications. Students completing the course will be able to discuss makeup design utilizing industry terminology, gain working knowledge of traditional techniques, and execute a variety of makeup designs for different media outlets. Earn up to 1.0 CEU (can be combined with all other film & cinema for a maximum of 5.4 CEUs).

**INTRODUCTION TO SCREENWRITING**
This course will provide an introduction into the world of screenwriting. Students will learn professional formatting and techniques, as well as how and where to submit their written screenplays for professional production. Earn up to 1.0 CEU (can be combined with all other film & cinema for a maximum of 5.4 CEUs).

**BASIC VIDEO PRODUCTION AND EDITING**
Sharon Edwards. The course will teach basic script development, camera shots and movement, screen direction, and video and audio post production editing. This will be a hands-on workshop where students will shoot and edit a short 3-5 minute video in a small crew environment. No previous experience required. What is learned in class can be used for individual interest in video production and editing.

**INTRODUCTION TO VIDEOGRAPHY**
An introduction to the process of recording moving images with video cameras and the principles of effective lighting techniques. Students will learn the fundamentals of composing shots for particular purposes, as well as how to properly light the subject in order to obtain the desired result. Students will also learn how to utilize basic camera functions and how to prepare video for post-production. Basic audio principles will also be covered. Earn up to 1.2 CEU (can be combined with all other film & cinema for a maximum of 5.4 CEUs).

**ART OF FREELANCING AND EARNING A LIVING**
Earn a living while doing what you love. In our economy, many people are unemployed or under employed. Freelancing is a growing industry and takes many forms, including areas such as freelance writing, publicity, arts, jewelry, website design, housecleaning, or selling wares on the Internet or at local markets. This course will cover administrative aspects of freelancing, including time management, marketing tools, social media and promotion, blogs, and samples of freelance projects for profit as well as for fun.

**DIGITAL MEDIA & DESIGN**

**ADOBE PHOTOSHOP FOR PHOTOGRAPHY-BEGINNING**
Upon successful completion of this course, students will be able to: set up a work space, use the Photoshop browser, explain basic tools and filters, make image adjustments (Levels, Contrast, Color, etc), crop and rotate, create vignettes, eliminate dust and scratches, correct red eye defects in images, perform image color correction, convert color images to grayscale and add spot colors, basic retouching, apply basic filters, and use adjustment layers. Earn up to 0.6 CEUs.

**DIGITAL PHOTOGRAPHY-BEGINNER**
This class will cover the basics of digital photography and differences between point and shoot vs. SLR. The course will also cover equipment settings, resolution, zoom and white balance. Additionally, the student will learn print options, digital settings, loading images onto the computer and uploading images to various web sites. Learn techniques such as working with lighting, natural posing and framing. There are no prerequisites for this course.

**DIGITAL PHOTOGRAPHY-INTERMEDIATE**
This class will build on the basics of composition, lighting, and posing. Students will learn camera operation and technical skills, including how to adjust ISO, shutter speed, aperture (F-Stop) for different lighting conditions and how to shoot in manual mode with better results. In addition, the intermediate level class will answer questions such as: What is depth of field? How and when do I use a flash? Prerequisite: beginner level course or self-taught to be prepared for intermediate level.
ENGLISH AS A SECOND LANGUAGE

ENGLISH AS A SECOND LANGUAGE
Designed for individuals who have little to no background in English, this course focuses on basic vocabulary, pronunciation, listening and writing skills. The course is designed to be fun, with games, videos, songs, and other activities. If desired, students may complete the ELLIS basic level.

REGISTRATION & FINANCIAL ASSISTANCE ARE AVAILABLE ONLINE AT:
http://www.gatlineducation.com/selu

This financing option is ideal for students who would like to pay for their program over a longer period of time. Interest rates and down payments vary by program and are based on FICO score. For more information on our financial assistance program please visit our web site.

INCUMBENT WORKER TRAINING PROGRAM
Southeastern Louisiana University, in partnership with the Louisiana Workforce Commission, provides training programs designed to benefit business and industry by providing customized training existing employees in order to update skills, increase productivity, create new positions, and increase wages of the participants. The program can also be designed to prevent job loss caused by obsolete skills, technology changes, or national and global competition.

Southeastern is eager to partner with any business qualified for this program or in need of corporate or professional development training. Interested businesses should contact the Division of Extended Studies at 1.800.256.2771, 985.549.2301 or extended.studies@southeastern.edu to inquire about eligibility to participate in this program.

SMALL BUSINESS EMPLOYEE TRAINING PROGRAM
The Incumbent Worker Training Small Business Training Program (SBET), a partnership between Southeastern Louisiana University and the Louisiana Workforce Commission, is designed to benefit business and industry by assisting in skill development of existing employees through individual, standardized (off-the-shelf) training. Employers are reimbursed for tuition, required textbooks and manuals once the training has been completed. In addition to other criteria, Louisiana-based businesses with fewer than 50 employees that have been in business for at least three years are eligible for this program. Training can consist of credit or non-credit courses offered at Southeastern.

For further details on how you can partner with Southeastern on your SBET corporate or professional development training needs, contact the Division of Extended Studies at 1.800.256.2771, 985.549.2301 or extended.studies@southeastern.edu. Our IWTP specialist can help guide you through the eligibility and application process.
Private lessons
Voice, piano, violin, viola, cello, double bass, guitar, percussion, woodwind & brass instruments

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Elementary/High School Fiddling
Group Class
Choir

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E-mail: cms@southeastern.edu
Web: southeastern.edu/cms
PERSONAL ENRICHMENT

HENRY VIII AND HIS SIX WIVES NEW
William B. Robison, PhD.: Short description: This course will broaden and deepen your knowledge about Henry VIII and his six wives, early Tudor England, and the English Reformation in this six-week reading and discussion program. The class will meet two hours each week to discuss readings from Antonia Fraser's The Wives of Henry VIII, excerpts from films and television programs about the Tudor dynasty, and examples of period art (especially portraits) and music. Teachers taking the class for CEUs will be required to take a short pre-test and post-test. Participants may take the class for personal enrichment (i.e., strictly for personal enlightenment and entertainment) or for career enrichment with CEUs (for teachers). At each session the presenter will offer introductory remarks, but the primary emphasis will be on discussion of the main readings with full audience participation. The presenter will use portraits, film excerpts, and examples of Henrician music.

ADVANCED NOVEL WRITING NEW
Robin Wells. This course will provide hands-on experience in brainstorming, creating a plot that follows a traditional story arc, writing a scene in a consistent point of view while integrating the five fiction essentials, developing theme, and preparing to submit a completed work for publication. Students will self-evaluate and critique each others' work according to specific criteria.

BEGINNING HARMONICA
This course puts you behind the "harp," playing blues, rock and country by the end of the session. Theory is kept to the essentials, with emphasis on practical techniques such as hand positioning, tongue-blocking and lip-pursing, exploring simple melodies, theory of blues, rock, and country styles, with a class performance of basic blues. Harmonicas are available on the Internet or in music stores. Remember, cheaper harps are hard to play! Please see registration page for recommended brands.

FINANCIAL STRATEGIES FOR RETIREMENT
With financial independence, retirement can be the most fulfilling time of your life. This class covers important money management concepts and issues that are important to people at or near retirement. Topics include how to reduce pressures on your retirement income, how to make appropriate health care decisions, especially who will provide care, where you will live and how you will pay for your health care. We will also explore some options that allow you to transfer assets to other generations of your family. A "hear it, see it, read it, write it" teaching method makes it easy for you to understand and remember this practical information. By condensing up-to-date financial information into three classroom sessions, the Financial Strategies for Successful Retirement Seminar gives you the answers you need. (May bring spouse at no extra charge.)

GUITAR FOR BEGINNERS
This course will teach chords, strumming patterns and note reading. Participants must be 18 years or older or accompanied by an adult, and have their own playable instrument.

HOW TO WRITE A NOVEL
This course will cover the basics of writing novel-length fiction, including story structure, plotting, character development, dialogue, description, and point of view.

INSTANT PIANO FOR BUSY PEOPLE
In just one enjoyable evening, you can learn enough secrets of the trade to make piano playing a part of your life by learning chords, not notes. You'll learn all the chords needed to play any song, any style, any key. This is an absolutely beginning class in chord piano techniques.

INTRODUCTION TO STAINED GLASS
Enjoy creating your very own stained glass project. Students will learn the methods and tools required to complete a stained glass panel in copper foil or Tiffany style from Gene Duvic, a 15-year veteran of the art. All supplies and tools are provided. Students will take home their own creation. No experience required.

OPEN WATER SCUBA DIVING NEW
If you have always wanted to learn how to scuba dive, discover new adventures, or simply see the wondrous world beneath the waves, this is where it starts. The PADI Open Water Dive course is the world's most popular scuba course and has introduced millions of people to diving. After successfully completing this course, you will be eligible for the Open Water Trip as well as PADI's Open Water Diver certification. You will get the chance to breathe underwater for the first time (something you'll never forget) and learn what you need to know to become a certified diver. During this course you will make at least three pool dives.

INTRODUCTION TO JUDO
The word Judo is an original Japanese word meaning "gentle (flexible) way," and indicates a way of life. It is more than a martial art; it is an integration of art, discipline, fitness activity, self-defense and sport. The basic and most important concept of Judo is, "By wisely utilizing the opponent's power, a smaller person can defeat a larger person." In this course the basics of Judo technique and theory will be instructed. Related Japanese culture will also be introduced (as well as physics, if you are interested). The instructor is a third-degree black belt Judoist with over 40 years of experience, and a professor of physics. He is originally from Tokyo, Japan, and his degree has been awarded by Kodo-kan. Dr. Kano, the founder of Judo and Kodo-kan was also a scholar. There is no prerequisite for this course.
Broaden and deepen your knowledge about Henry VIII and his six wives, early Tudor England, and the English Reformation in this six-week reading and discussion program!

The class will meet two hours each week to discuss readings from Antonia Fraser’s *The Wives of Henry VIII*, excerpts from films and television programs about the Tudor dynasty, and examples of period art (especially portraits) and music.

Participants may take the class for personal enrichment (i.e., strictly for personal enlightenment and entertainment) or for career enrichment with CEUs (for teachers).

At each session the presenter will offer introductory remarks, but the primary emphasis will be on discussion of the main readings with full audience participation. The presenter will use portraits to allow audience members to better visualize the individuals in question. He also will employ film excerpts to give participants a better ‘feel’ for the period and to allow comparison between actual history and its cinematic depiction, and he will play examples of Henrician music, including some of Henry VIII’s own compositions.

The learning objectives for the class are as follows: Participants will understand (1) how the Tudor dynasty came to power, (2) the function of the English monarchy in the era of Henry VIII, (3) the political and diplomatic role of royal marriages in early modern Europe, (4) the importance to Henry of producing a male heir in the aftermath of the Wars of the Roses, (5) how Henry came to marry Catherine of Aragon, widow of his older brother, Prince Arthur, (6) why Henry divorced Catherine to marry Anne Boleyn, the younger sister of his former mistress, Mary Boleyn, and how this led to the first stages of the English Reformation, (7) how Henry’s subsequent marriages to Jane Seymour, Anne of Cleves, Catherine Howard, and Catherine Parr affected and reflected political and religious shifts in the kingdom of England and influenced its diplomatic relations with other nations, (8) how Henry’s marriages affected his children—Princess Mary, Princess Elizabeth, Prince Edward, and his illegitimate son, Henry Fitzroy, (9) how Henry used art and music for propaganda purposes, and (10) how films and television have depicted Henry, his wives, and his court.

Teachers taking the class for CEUs will be required to take a short pre-test and post-test.
HOW MONEY WORKS SEMINARS

HOW MONEY WORKS PART I: FINANCIAL SUCCESS ON A TEACHER’S SALARY BASICS
Are you a working American ready to take control of your financial success? Regardless of the economy or your current salary there are concepts you need to know in order to win at the money game of life. In part I of How Money Works, you will learn the relationship between time, savings and debt. Financial success can happen if you take charge. How Money Works is a multi-part series. CEUs earned: (0.1 Continuing Education Units for 1 hour). Can be combined with Parts I - V for 0.5 CEU.

HOW MONEY WORKS PART II: BUDGETING ON A TEACHER’S SALARY BASICS
Are you a Southeastern Louisiana University employee ready to take control of your budget? In part II of How Money Works, you will learn basic budgeting concepts including recommended allocations for budget categories, how to create a workable budget, the components of a budget, and tips for reducing everyday expenses. Budgeting on a salary can happen if you take charge. How Money Works is a three-part series, which can be taken in any order. There are no technology requirements or prerequisites for this class, and no charge to attend. How Money Works is a multi-part series. CEUs earned: (0.1 Continuing Education Units for 1 hour). Can be combined with Parts I - V for 0.5 CEU.

HOW MONEY WORKS PART III: SAVING AND INVESTING ON A TEACHER’S SALARY BASICS
Are you a working American ready to take control of your savings and investments? In part III of How Money Works, you will learn basic investing concepts including the Rule of 72, the three Ds of investing, the benefits of an IRA, and advantages of a mutual fund. Saving and investing your salary can be successful if you take charge. How Money Works is a multi-part series. CEUs earned: (0.1 Continuing Education Units for 1 hour). Can be combined with Parts I - V for 0.5 CEU.

HOW MONEY WORKS PART IV: PREPARING A PERSONAL BUDGET ON A TEACHER’S SALARY
In part 4 of How Money Works you will learn how to create, track and maintain your personal budget. Prerequisite: Part 2. Budgeting on a Teacher’s Salary Basics. How Money Works is a multi-part series. CEUs earned: (0.1 Continuing Education Units for 1 hour). Can be combined with Parts I - V for 0.5 CEU.

HOW MONEY WORKS PART V: SAVING & INVESTING ON A TEACHER’S SALARY STRATEGIES
In part 5 of How Money Works you will learn additional investing concepts and strategies to position you for a successful financial future. Prerequisite: Part 3. Saving & Investing on a teacher’s salary 101. How Money Works is a multi-part series. CEUs earned: (0.1 Continuing Education Units for 1 hour). Can be combined with Parts I - V for 0.5 CEU.
WHAT IS ZOOM?
Southeastern Louisiana University is proud to offer a series of exciting junior high and high school career workshops. In our hands-on workshops, participants explore a career and gain knowledge of the competencies required to succeed in their field of interest. These summer workshops will introduce students to career opportunities available in Louisiana and compatible higher education programs within Southeastern’s and the Northshore Technical and Community College curriculum.

NOW OFFERING WORKSHOPS IN:

/// Animation
/// Criminal Justice
/// Culinary Arts
/// Healthcare Office Administration
/// Industrial & Engineering Tech
/// Kinesiology
/// Automotive Tech
/// Moviemaking

/// Nursing
/// Photography
/// Radio
/// Television
/// Theatre
/// Web Design
/// Welding
/// Veterinary Tech
We offer several different programs to meet the needs of various age groups and interests. The activities are designed to meet the academic, physical fitness, and recreational needs of these specific age groups.

/// Southeastern Community Music School Announces Summer Programs
/// Adapted Physical Education Mini Camp
/// Children’s Day Camp
/// Children’s Art Workshop
/// Zoom into Careers High School Workshops

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www.selu.edu/es
ACT CLASS STORY

What does juggling bean bags have to do with improving your ACT scores?

Well, students in Joe Carter’s ACT class at Southeastern Extended Studies recently found out.

Carter drew on more than a decade of teaching college level Career Study Skills to create a course to prepare students for the ACT. He studied the official and alternative study guides and preparation programs for the test, then devised his own.

“I know they’ve probably never seen anything like my class,” Carter said. He uses juggling to teach the force of wasted motion. The only way to juggle three beanbags is to use your time as efficiently as possible.

“If you waste time, you’ve lost time” when taking a test like the ACT, he said. “You have to practice over and over so you don’t waste time. You have to be very efficient.”

Most students will take the course to raise their scores and be more competitive for scholarships. Others are competing to earn the highest TOPS awards, while some students may be stuck with a poor performance on the test.

“I teach strategies for taking the test that will work,” he said. “There are ways to get out of any ruts that they might be in.”

He said their outcome on the ACT has more to do with their test taking skills than what grade they made on any given subject in school. For example, a student may have had low grades in science. But on the ACT, the paragraph the student is provided contains all the information the student needs to answer the questions.

“Their outcome in taking the test is not dependent on what grade they made in that class in school,” he said. “It’s all there in front of you. It’s about critically reading that context.”

Carter emphasizes lateral thinking and creative thinking as a way for students to learn to understand the ACT and discover techniques for taking the test.

“My goal is to emphasize their strengths and find out their weak points and help them overcome them. I’m teaching them how to take the test.”

By Sharon Edwards
HEALTH & FITNESS

ADMINISTRATIVE DENTAL ASSISTANT
Learn how to perform the administrative tasks essential for managing the business aspects of a dental practice.

ADMINISTRATIVE MEDICAL SPECIALIST WITH MEDICAL BILLING AND CODING + MEDICAL TERMINOLOGY
This nationally recognized program combines the Administrative Medical Specialist program with training in medical billing and coding and medical terminology to give you a competitive edge in the healthcare field.

ADVANCED CODING FOR THE PHYSICIAN’S OFFICE
Take the next step in your career and prepare for the Certified Procedural Coding national certification exam with the help of this online training program.

ADVANCED HOSPITAL CODING AND CCS PREP
This program will utilize your existing knowledge of medical terminology and healthcare sciences. Increase your coding skills and prepare to take the official certification exam to become a Certified Coding Specialist.

CERTIFIED NATIONAL PHARMACEUTICAL REPRESENTATIVE
Learn the skills necessary to become a certified pharmaceutical sales representative. The program covers pharmacology, medical terminology, physiology, and regulations for selling pharmaceuticals.

ICD-10 MEDICAL CODING
Prepare for the future of medical coding by mastering the steps for using the ICD-10-CM and ICD-10-PCS to code medical diagnoses and procedures.

MEDICAL BILLING AND CODING
With the Medical Billing and Coding (MBC) program, you’ll gain the skills you need to enter one of the fastest-growing fields in allied health as a medical billing specialist, medical coder, or medical office manager.

MEDICAL TERMINOLOGY
Get the education you need to get started in the medical field. This program will teach you proper medical terminology and spelling.

MEDICAL TRANSCRIPTION
Learn to transcribe medical reports in hospitals, offices, or from home with the most popular transcription program in the country for entry-level training.

MEDICAL TRANSCRIPTION + MEDICAL TERMINOLOGY
Start a new career as a medical transcriptionist with the training provided in this program, which also includes medical terminology training.

PHARMACY TECHNICIAN
Pharmacy technicians support licensed pharmacists in providing health care to patients. Train to enter this rapidly growing field with this respected online program.

BUSINESS & PROFESSIONAL

CERTIFIED BOOKKEEPER
The Certified Bookkeeper Online Training Program helps professional bookkeepers earn the prestigious American Institute of Professional Bookkeepers (AIPB) certification.

CERTIFIED WEDDING PLANNER
This comprehensive program covers everything an aspiring wedding planner needs to know to get started in the business. Whether you plan on working part-time or full-time, this program will provide all the knowledge you need to work as a professional wedding planner or start your wedding planning business.

EVENT MANAGEMENT AND DESIGN
From planning to pyrotechnics, the Event Management and Design Online Training Program will teach you everything you need to know to create events that are truly special.

GRANT WRITING
Learn to write grant proposals that get funded in this nationally recognized Grant Writing online training program.

MICROSOFT OFFICE SPECIALIST 2007
The Microsoft Office Specialist (MOS) Online Training Program (MCAS) is the only performance-based certification program approved by Microsoft to assess and validate computer skills using Microsoft Office 2007 Excel, Word, PowerPoint, Access, and Outlook, as well as the Windows Vista operating system. This program will teach you to master these programs while preparing you for certification.

PARALEGAL
The Paralegal Online Training Program will prepare you for success in this growing career field. You’ll learn about the American legal system, how to conduct legal research and legal interviews, how to perform legal analyses, and more. Your training will prepare you to become a legal secretary or paralegal and to take the certification exam.

TECHNICAL WRITING
This program is designed for anyone who wishes to develop their technical writing abilities to a professional level. You’ll learn research methods, audience considerations, style, drafting and revision techniques, how to work in a collaborative environment, and more.
IT & SOFTWARE DEVELOPMENT

HELP DESK ANALYST: TIER 1 SUPPORT SPECIALIST
Train for a challenging, rewarding career in technical support. This program will teach you to focus on the business needs of the customer, establish credibility, and provide excellent customer service and support.

SEARCH ENGINE OPTIMIZATION
The Search Engine Optimization Online Training Program will teach you how to increase a website’s traffic by improving its rankings with search engines.

WEBMASTER
The Webmaster Online Training Program will teach you to design, develop, and maintain web sites.

AUTOCAD
This program will give you the knowledge and hands-on practice you need to master the fundamentals of the 2D tools in AutoCAD 2011—an essential design tool used in mechanical and civil engineering, architecture, and facilities planning and management.

SKILLED TRADED & INDUSTRIAL

CERTIFIED AUTO GLASS TECHNICIAN
Master the skills you need to become a professional auto glass technician and prepare for the National Glass Association’s Auto Glass Installer Certification Exam.

HOME INSPECTION CERTIFICATE
Learn about standards of practice, defects recognition, inspection guidelines, reporting methodologies, and liability management as you prepare to become a home inspector.

HVAC TECHNICIAN
The only HVAC Technician training program of its kind on the web, this program will prepare you for a career as a heating, ventilation, air conditioning, or refrigeration installer or technician.

NATURAL GAS PLANT OPERATIONS
For decades to come, natural gas will be produced and consumed in the United States, creating an ongoing demand for natural gas plant operators. This online program provides the fundamental technical background you need to get started in this field.

OIL REFINERY OPERATIONS
Learn the skills you need to start work as an in-demand oil refinery operator.

Southeastern Louisiana University ed2go

PARTNERSHIP
Southeastern Louisiana University, in partnership with ed2go (formerly Gatlin Education Services), offers online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

• Benefits of Online Career Training • Learn in-demand job skills • Start anytime
  • Set your own pace • Affordably priced

Our programs are designed by a team of professionals from each respective field who work to provide you with an effective web-based learning experience. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encourage and motivate you to succeed.

Each program includes a set of lessons and evaluations; grades are a combination of the instructor/mentor’s evaluation of students’ work and computer graded tests. We know you’ll appreciate the quality as well as the convenience of anytime, anywhere learning!
MEDIA & DESIGN

GAME ART CERTIFICATE
The Game Art Online Training Program will help you build technical and artistic skills in 3D modeling, texturing, lighting, and animation using Autodesk Maya and Photoshop. Challenging, practical projects will help you develop a high-quality portfolio of game art.

MARKETING DESIGN CERTIFICATE
This program focuses on design for marketing and business—creating logos, advertisements, communications, and more. You’ll learn Photoshop, Illustrator, and Microsoft PowerPoint while gaining fundamental technical and aesthetic skills.

VIDEO GAME DESIGN AND DEVELOPMENT
Using a comprehensive and analytical approach to game engine architectures, this program teaches you how to effectively design and develop games.

WEB APPLICATIONS DEVELOPER
Master the skills you need to create dynamic database-driven websites using the latest technologies.

WEB DESIGN CERTIFICATE
Learn to use Adobe Photoshop, Adobe Dreamweaver, Fireworks, and Flash to create stunning websites.

HOSPITALITY & SERVICE INDUSTRY

CERTIFIED GLOBAL BUSINESS PROFESSIONAL
The Certified Global Business Professional Online Training Program prepares you for the credential exam by educating you in four areas: global management, global marketing, supply chain management, and trade finance.

GRAPHICS COMPUTER ART DIGITAL VISUAL GAMING ILLUSTRATION

MANAGEMENT & CORPORATE

MANAGEMENT TRAINING
If you’re thinking of starting a business or pursuing an MBA, learn the essentials here! The Management Training Online Program is perfect for business owners, entrepreneurs, and anyone who wants to learn the basics of business and management.

NON-PROFIT MANAGEMENT
Examine the fundamental principles of nonprofit management, explore the roles and responsibilities of a nonprofit board of directors and the management team, discover the essential aspects of fundraising, and become acquainted with the fundamentals of the budgeting process.

PAYROLL PRACTICE AND MANAGEMENT
Become knowledgeable in all facets of payroll rules and regulations and join one of the fastest-growing career fields today.

PURCHASING AND SUPPLY CHAIN MANAGEMENT
Develop essential managerial skills, and learn how to effectively manage all aspects of the purchasing process, including procurement, distribution, supply chain management, and more, with the skills you’ll learn in this online program.
LIVINGSTON PARISH LITERACY AND TECHNOLOGY CENTER

The Center’s mission is to improve the level of education and quality of life of the citizens of Livingston Parish. Through the center’s programs, adults and children will attain long term economic benefits associated with improved education, become more comfortable with reading, writing, math, science, and technology, and become better informed on environmental issues in modern society.

The Livingston Center offers a free wireless environment and has a total of 11 classrooms. The 11 classrooms include a computer lab, biology lab and chemistry lab. All Classrooms are equipped with instructor computer projection systems.

OUR CONVENIENT LOCATION

The Center is conveniently located in Walker, Louisiana on LA Highway 190.
9261 Florida Blvd.
Walker, LA 70785
Ph: 225.665.3303 /// Fax: 225.665.3522

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<tr>
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<td>NURSING CARE OF INFANTS, CHILD</td>
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<td>ADVANCED CONCEPTS IN NURS PRAC</td>
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<td>ZOO 252</td>
<td>ANAT/PHYS LAB I</td>
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<td>ZOO 252</td>
<td>ANAT/PHYS LAB I</td>
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<tr>
<td>ZOO 253</td>
<td>ANAT/PHYS LAB II</td>
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A new eight-month Court Reporting course at Southeastern Louisiana University’s Extended Studies program will provide more than just training. The Extended Studies course has been created to inspire the next generation of Voice Writers, a relatively new field in Court Reporting.

According to the National Verbatim Writers Association, voice writing eliminates the use of shorthand in court reporting by allowing the writer to dictate directly during proceedings into a steno mask – a special hand held mask with a voice silencer.

“You don’t just get a course, you get a career,” said instructor Susan Foil. She said for some students, a career in Court Reporting is an alternative to going to college.

Southeastern Extended Studies Court Reporting course meets one day a week for three hours from Aug. 26 to May 8 to prepare students to take the state-licensing exam to become a Court Reporter.

“We’ve designed the class to consolidated teaching for the exam itself,” Foil said. Students are trained to use a two-track recording system that involves having to dictate from voice.

Students must learn to talk 225 words per minute with a 95% accuracy rate to pass the test. Training also includes the use of medical and legal terminology and other specialized needs.

In addition to their time, the student must invest in entry-level technology for the profession. They will need to receive the specialized training and be ready to begin work in the field.

The fees include WordPerfect software, VocEdit Court Reporter’s Software, books, reference materials, a foot pedal, Steno mask and other peripherals. Students must have a laptop computer with 2 GB of memory.

Foil said the class is an investment in what the students will use when they pass their exam to launch their career as a court reporter. Later, they can upgrade and invest in software that will type from dictation, she said.

To be successful, a student should know basic English, know how to type, and be willing to practice. “If you don’t practice, you lose it.”

Before the course, students take a pre test that is “a basic English inventory test and answer 20 questions using the right punctuation. There is no cost for the pretest, which will be administered July 29, but it is required before taking the course.

Foil began as a Legal Secretary then went to Stenographers and Court Reporting school. She works in a courthouse, where there are a dozen courtrooms and often a shortage of court reporters.

“The demand is there,” she said. Voice writers can use their skill not just in court reporting but also in hearings, depositions and closed captioning for television, she said.

Like many Extended Studies teachers, Foil has a passion to “teach students to do what I do.” She wants students to be trained and have exposure to the work of Court Reporting so that “they don’t go cold turkey when they get out there to work.”

“You will have the equipment to start working immediately and start working in the court room,” she said.
ST. TAMMANY CENTER
The mission of the St. Tammany Center is to provide educational opportunities to the St. Tammany Parish community and area organizations.

The St. Tammany Center offers a free wireless environment and has a total of 15 classrooms. The 15 classrooms include 2 computer labs equipped with internet access, MS Office products, and a fully equipped chemistry and biology lab. Five rooms are equipped with instructor computer projection systems.

OUR CONVENIENT LOCATION
The Center is conveniently located in the St. Tammany Administrative Complex in Mandeville, Louisiana near the intersection of LA HWY 59 and Interstate 12.
21454 Koop Drive, Suite 3A
Mandeville, LA 70471
Ph: 985.893.6251 /// Fax: 985.893.6279

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<td>SE 101</td>
<td>FRESH ACADEMIC SUCCESS</td>
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Frequently Asked Questions

I would like to receive information about future courses. How do I sign up for the free e-newsletter?

When you register for a course, you will automatically receive our free e-newsletter informing you about upcoming events in our Extended Studies program called Continuing U. The courses are available to the community at large and do not require an extensive registration process. Also, anyone can sign up for the free e-newsletter by going to the web site (southeastern.edu/es) and entering a name and email address.

Does Southeastern offer any discounts on non-credit courses?

Persons 60 years or older can receive a 15% discount on regular non-credit courses. All active Southeastern alumni receive a 10% discount on regular non-credit courses. Current alumni membership must be confirmed.

What if I cannot attend class and need to cancel my enrollment?

Our non-credit refund policy states that a full refund is given if a request (in writing) reaches the Division of Extended Studies prior to the first class meeting. Requests submitted after this time will receive a pro-rata refund. No refunds will be considered after the second class meeting. Instructor pay is determined by a percentage of students enrolled. Our instructors count on your participation and commitment to the course.

Why did my class get cancelled? Will I receive a refund?

The University reserves the right to cancel any class due to insufficient enrollment. Full refunds will be made to those students in a cancelled class.

What if there is severe weather?

In the event of severe weather, watch for updates on southeastern.edu or call 1.800.256.2771. Listen to local radio and television for updates on class cancellation.

I have a disability. How do I ask for accommodations?

If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Office of Disability Services, room 203, Student Union. No accommodations will be granted without documentation from the Office of Disability Services. Please contact the Office of Disability Services at 985.549.2247 so that they may assist you with your questions.

Discrimination Policy

It is the policy of the university not to discriminate in its admission and recruitment of students.

SOUTHEASTERN

Personal & Professional Enrichment Courses

CLASSES ARE HELD AT 3 LOCATIONS: Visit southeastern.edu/map/directions for detailed directions.

HAMMOND
Division of Extended Studies
800 West University Avenue
SLU 10858 / Hammond, LA 70402
985.549.2301

MANDEVILLE
St. Tammany Center
21454 Koop Drive
Mandeville, LA 70471
985.893.6251

WALKER
Livingston Literacy & Technology Center
9261 Florida Boulevard
Walker, LA 70785
225.665.3303

Contact Us
Division of Extended Studies
800 West University Avenue
SLU 10858
Hammond, LA 70402
Phone 985.549.2301
Toll Free 1.800.256.2771
Fax 985.549.5078
extended.studies@southeastern.edu
Registration Form
Continuing U Program-Division of Extended Studies

Name ___________________________ Course ___________________________

Address __________________________ City ___________________________ State _____ Zip _________

Primary Phone ______________________ Alternate Phone __________________

Primary Email ______________________ Other Email ______________________

Please indicate with a checkmark the best way to reach you in the event of a class change or cancellation.

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By signing this registration form, I agree that I understand the policy listed below. Registration may be mailed or faxed to the post office box below.

SIGNATURE: ___________________________ Date __________________

ENROLLMENT
Complete registration form and related paper work. Enrollment will be processed on a first come, first served basis. Unless notified otherwise, applicants are to assume that they are enrolled in the requested class. Please return applications and check or money order payable to Southeastern Louisiana University.

REFUNDS
A full refund is given if a request (in writing) reaches the Extended Studies Office prior to the first class meeting. Requests submitted after this time will receive a pro-rata refund. Refunds will not be considered after the second class meeting.

CANCELLED CLASS
The university reserves the right to cancel any class due to insufficient enrollment. Full refunds will be made to those students in a cancelled class.

SEVERE WEATHER
In the event of severe weather, please listen to local radio and television for updates on class cancellations or check the university’s main web page, southeastern.edu. You may also contact us at 1.800.256.2771.

DISCOUNTS
Persons 60 years or older can receive a 15% discount on regular non-credit classes. All active alumni receive a 10% discount on regular non-credit classes. Current alumni membership card must be presented.

NOTE
If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Office of Disability Services, room 203, Student Union. Accommodations will not be granted without documentation from the Office of Disability Services, 985.549.2247.

SEND TO: Division of Extended Studies, 800 West University Ave, SLU 10858, Hammond, Louisiana 70402
Phone 985.549.2301 /// Toll Free 1.800.256.2771 /// Fax 985.549.5078
www.southeastern.edu/es /// extended.studies@southeastern.edu
HAMMOND
Division of Extended Studies
800 West University Ave
SLU 10858
Hammond, Louisiana 70402
Phone: 985.549.2301 / Toll Free: 1.800.256.2771
Fax: 985.549.5078 / Web: southeastern.edu/es
E-mail: extended.studies@southeastern.edu

MANDEVILLE
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21454 Koop Drive Suite 313A
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Web: southeastern.edu/stc
E-mail: sttammanycenter@southeastern.edu

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Web: southeastern.edu/livingston
E-mail: livingston@southeastern.edu

HAMMOND /// MANDEVILLE /// WALKER /// ONLINE