



Continuing Education CE STUDENT HANDBOOK

CONTACT INFORMATION

Center for Graduate Programs and Continuing Education (GPCE)

Mailing Address: 12180 Park Ave S | Tacoma, WA 98447-0003

Physical Address: 12166 Pacific Avenue S | Tacoma, WA 98444

Hours: Monday – Friday | 9am-5pm

Phone: 253-535-7723

Email: ce@plu.edu

Website: <http://www.plu.edu/continuing-ed>

MISSION

We set out to serve the university's mission by developing and executing continued education and lifelong learning opportunities for community member and business professionals in collaboration with academic departments and external institutional partners.

VALUES

Our vision is to develop community leaders and business professionals who will make a difference in their communities through thoughtful innovation and collaboration.

CODE OF CONDUCT

All students are expected to read and adhere to PLU'S Code of Conduct (www.plu.edu/srr/home.php).

CLASSROOM POLICIES

Included here are general classroom policies. Please see the course syllabus or outline for additional policies specific to the course and/or instructor.

- Students should be on-time and ready to begin at the assigned class time.
- Cell phones and mobile devices should be turned off.
- All readings and homework should be completed prior to class time.
- Only respectful classroom discussions, comments, and questions relevant to the current topic will be allowed.
- No video or audio taping of classes is allowed without instructor permission.

DELIVERY METHODS

Blended Learning

Blended learning is a course mix of traditional face-to-face instruction and components of online learning.

Face-to-Face

A face-to-face course is one in which participants, instructors, and facilitators meet together at the same date and time and place.

Online Learning

Learning online is offered through the internet and courses may be delivered asynchronous or synchronous.

CREDIT TYPE

Academic Credit

Credit offered by PLU for which the student can receive an official institutional grade and transcript. Credit is eligible for transfer and is determined at a ratio of 15 hours of class instruction to one academic credit.

Clock Hours

A 60-minute span of actual class instruction time.

Contact Hours

A contact hour is a 60-minute span of time, with no less than 50 minutes of actual class instruction.

Continuing Education Unit (CEU)

A CEU is a unit of measure for non-credit activities equal to ten contact hours of participation.

Graduate Level Continuing Education Credit

Continuing Education credit offered by PLU to students who are receiving a grade letter but are not receiving academic credit and may be accepted as elective credit towards graduate programs as determined by the department/school.

Non-Credit

A course or program offered without the opportunity to earn academic credit from the institution. Course or program that is non-credit may be eligible for CEU or contact hours.

REGISTRATION

Registration for Continuing Education is available online at <http://www.plu.edu/continuing-ed>. A confirmation email will be sent with 48 hours of receipt of registration. Please contact the following offices for program-specific registration.

Partnerships and Professional Development
<http://www.plu.edu/education/PPD/>

Center for Continuing Nursing Learning
<http://www.plu.edu/ccnl/>

PAYMENT

Payment can be applied at registration with an accepted credit card or e-check. Fees may apply. Payment made after registration should be submitted to the Center for Graduate and Continuing Education and may be completed in-person, by mail, and online.

Programs offering student billing will proceed as follows: A student's unpaid account will be charged on the 25th day of the month and will require payment within 60 days. Billed charges may be paid in-person, by mail, by phone, and online by credit card or e-check. For more information, please visit <http://www.plu.edu/business-office/>.

FINANCIAL AID

Financial Aid is only available for specific programs. If available, information will be included in the program description.

WITHDRAWAL

To withdrawal from a course, a student must complete a CE Withdrawal form located at <http://www.plu.edu/continuing-ed>. Withdrawal deadlines, fees, and refunds are specific to the course or program and are determined by the academic department. Information and details are included within the program description.

CANCELLATION

University policy requires that all continuing education courses establish a minimum enrollment number and must be met within five days of the course or program start date. Students will be contacted in the event of a cancellation and alternative dates or courses and/or refund will be discussed at that time.

COURSE MATERIALS

Course materials will be chosen by the instructor and information regarding accessing or purchasing materials will be made available in the program description and introductory email.

GRADES

Grading modes include pass/fail, letter grade, or non-credit and are determined by the course or program and the credit type. Information about grading modes are included in the program description.

TRANSCRIPTS

Official transcripts are \$5 and can be ordered online. Unofficial transcripts are available in the student portal via Banner Web. For more information, visit <http://www.plu.edu/student-services/Transcripts/>.

STUDENT RESOURCES

Academic Calendar

<http://www.plu.edu/catalog/2014-2015/academic-calendars/2014-2015.php>

Business Office

<http://www.plu.edu/business-office/>

PLU's Center for Continued Nursing Learning

<http://www.plu.edu/ccnl/>

PLU's Center for Graduate Programs and Continuing Education

<http://www.plu.edu/continuing-ed>

Graduate Policies

<http://www.plu.edu/catalog/2014-2015/graduate-program/policies/home.php>

PLU's Partnerships & Professional Development Office

<http://www.plu.edu/education/PPD/home.php>

Transcripts

<http://www.plu.edu/student-services/Transcripts/home.php>