

# CENTER FOR CONTINUING EDUCATION

The Center for Continuing Education (CCE) (<http://www.lemoyne.edu/Learn/Continuing-Education>) promotes lifelong learning and offers programs for educational, professional, and personal development; its constituents include non-matriculated, visiting, returning, and military-affiliated students. Services for Veterans and military families are coordinated through the Center under the Success for Veterans (<https://www.lemoyne.edu/Academics/Veterans-Programs-and-Military-Affairs>) program. CCE assists its learners with advisement, registration, orientation, and connections to campus resources. CCE is also home to the new Bachelor of Science in Professional Studies.

## Bachelor of Science in Professional Studies

The Bachelor of Science in Professional Studies (<http://collegecatalog.lemoyne.edu/interdisciplinary-programs/bs-professional-studies>) degree provides busy working professionals with the opportunity to complete their degrees on a part-time basis. Students choose to concentrate in either business or health-related studies. The degree provides flexibility, a foundation in critical thinking and quantitative skills, and real-world experience in project management. Admission to the BSPS is processed through Transfer Admissions (<http://www.lemoyne.edu/Apply/Transfer-Admission>) as a transfer or re-entry application (<http://www.lemoyne.edu/Apply/Transfer-Admission/Applying-for-Admission>).

## Continuing Education Admission

Adults 24 years of age and older may wish—or be required—to take courses for credit as non-matriculated students. Non-matriculated students working to establish their academic credibility for admission to Le Moyne College may take up to 11 credit hours per semester. Students are eligible to apply for matriculation/admission after the completion of between nine and 18 credit hours; classes taken should include at least one college core course, one course from the intended major, and—if mathematics is required in the intended major—one course in mathematics. Non-matriculated students must apply for matriculation after 18 credit hours have been attempted, at which point they are expected to meet Transfer Admission requirements (<http://www.lemoyne.edu/Apply/Transfer-Admission>). Occasional exceptions are made at the discretion of the department.

CCE recognizes that some adult learners, due to the demands of careers and families, can only attend evening classes. Continuing Education students are welcome to select a course of study from any of Le Moyne College's majors. Daytime course work is required for most majors; other programs, such as the BSPS, can be completed with courses at night, online, and in hybrid formats across the calendar year. Students interested in the BSPS apply as transfer students.

## Success for Veterans Program

The Le Moyne College Success for Veterans Program (<http://www.lemoyne.edu/Learn/Veterans-Programs-and-Military-Affairs>) offers veterans, service members, and their families a primary point of contact to help support each student's educational journey. The program provides assistance with educational benefits, academic advisement and support, and connections with campus and community resources. Veterans and service members enjoy a Veterans' House on campus, the Student Veterans Association (<https://www.facebook.com/LMCVeterans>), and special events throughout the year. Student Veterans may also utilize priority registration. Student veterans may register beginning the first

day that seniors are allowed to register. For assistance, see the Veterans' Services Coordinator (315-445-4141; 210 Grewen Hall.)

## Post-Baccalaureate Studies

Many people opt to change direction after receiving their baccalaureate degrees. CCE can help students enroll in courses that are required for admission to graduate programs—for example, pre-med coursework—or for certification, as in those preparing to become certified public accountants. These students are permitted to exceed the 18 credit hour limit established for non-matriculated students.

CCE also oversees a post-baccalaureate RN-to-MS academic pathway (<http://www.lemoyne.edu/Academics/Graduate-Professional-Programs/Nursing/Continuing-Education/Continuing-Education-RN-to-MS>) for Registered Nurses with a bachelor's degree in another discipline. Students complete five undergraduate courses that prepare RNs for entrance into a Le Moyne graduate nursing program.

## Certificate in Human Resource Management

For those interested in pursuing a new career in the Human Resources field, or for those in the field and interested in enhancing their professional qualifications, Le Moyne offers a certificate in Human Resource Management (<https://www.lemoyne.edu/Learn/Colleges-Schools-Centers/Center-for-Continuing-Education/Certificate-Programs/Undergraduate-Certificates/Certificate-in-Human-Resource-Management>). Upon completion of any certificate, these courses and previous coursework may be applied to a Le Moyne College degree. Learners may also take an individual course to update or acquire new skills.

## Professional Development

CCE also offers noncredit courses for professionals in Central New York, including preparation classes for the Society for Human Resource Management (SHRM) (<https://www.lemoyne.edu/Academics/Continuing-Education/SHRM-Preparation>) certification exams for the SHRM-CP (Certified Professional) and SHRM-SCP (Senior Certified Professional) designation.

CCE will also work with organizations to bring professional development classes, seminars, or training modules to workplaces.

## Personal Enrichment

Community members may, for personal enrichment, audit classes or take courses for credit, and may take more than 18 credit hours as approved by the department. Students who audit courses generally are exempt from assignments and examinations; however, requirements vary by class, and are negotiated between the student and the professor.

## J-mester, May-mester and Summer Sessions

The Center for Continuing Education administers J-mester, May-mester, and summer sessions for all matriculated, non-matriculated, and visiting students, and CCE works with admissions to offer the Summer Scholars program for high school students. Further information regarding course availability, tuition costs, and registration can be found on CCE's website (<http://www.lemoyne.edu/Learn/Colleges-Schools-Centers/Center-for-Continuing-Education>).