



BELLARMINE UNIVERSITY

School of Continuing & Professional Studies

Spring 2019

COURSE CATALOG



Over **300** online courses available with **24-hour access!**

2 ways to learn online

INSTRUCTOR-LED COURSES

- Sessions start monthly
Jan. 16, Feb. 13, Mar. 13, Apr. 17
- Convenient six-week format
- Interactive learning environment
- Instructors lead each course
- Certificate of completion with passing score

SELF-PACED TUTORIALS

- Start anytime
- Most tutorials completed in a few hours
- Quick self-study on demand
- Supported independent study
- Certificate of completion with passing score

Visit ed2go.com/Bellarmino for a complete listing of courses in the following categories:

Accounting & Finances	Health Care
Business	Languages
Nonprofit	Law and Legal
Children, Parents and Family	Microsoft Applications
College Readiness	Personal Enrichment
Computers	Project Management
Database Management	Teaching and Education
Digital Photography	Web Design
Graphic Design	Writing

Featured Online Courses This Spring

SPANISH FOR MEDICAL PROFESSIONALS

\$129

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

A TO Z GRANTWRITING

\$139

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns and prepare proposals.

COMPUTER SKILLS FOR THE WORKPLACE

\$129

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

DISCOVER SIGN LANGUAGE

\$129

Discover the fun of learning sign language and using your hands to communicate.

professional development

PROJECT MANAGEMENT PROFESSIONAL (PMP)[®] EXAM PREPARATION

Position yourself for a big career move with PMP[®] Certification.

Project Management Professional (PMP)[®] certification is a proven way to enhance your résumé, elevate your career potential and boost your earnings.

Why enroll in Bellarmine University's Prep Course?

- Learn from an experienced and certified instructor
- Meet the 35-hour project management education prerequisite
- Discuss topics and share experiences with peers from diverse backgrounds
- Study with premium quality reading materials and interactive online study tools and quizzes
- Stay on track and motivated to pass the PMP exam
- Take advantage of your employer's tuition reimbursement program

For info regarding curriculum, course materials, and PMP Exam materials, visit www.bellarmino.edu/ce/PMPEXamPrep

5 Saturdays / Feb. 23 – Mar. 23 / 9 a.m. – 4:30 p.m. / \$1,000 plus \$395 materials fee

Course materials include comprehensive printed reading materials and interactive online study tools to expand, apply and solidify your knowledge.

To register call 502.272.8166 and be prepared to give credit card information.

Deadline to register: Feb. 8, 2019

PMP, PMI, PMBOK and the Registered Education Provider logo are registered marks of the Project Management Institute, Inc.

workshops for counseling professionals

THE KENTUCKY CODE OF ETHICAL CONDUCT

CEPR 210 (01) / Friday / Mar. 22

8:30 – 11:30 a.m. / \$59

3.0 Social Work Ethics CEUs

CEPR 210 (02) / ONLINE / \$59

available 24/7 through May 13

3.0 Social Work Ethics CEUs

EFFECTIVE SUPERVISION

CEPR 580 / Friday / Mar. 29

8:30 – 11:30 a.m. / \$59

3.3 Social Work CEUs

CYBERBULLYING AND MENTAL HEALTH

CEPR 280 / Wednesday / Mar. 27

8:30 – 11:30 a.m. / \$59

3.3 Social Work CEUs

SUICIDE ASSESSMENT AND INTERVENTION SKILLS

CEPR 550 / Thursday / Mar. 7

9 a.m. – 4 p.m. / \$119, plus \$20 lunch and materials fee

6 CEUs approved for psychologists, clinical social workers, licensed professional counselors and LMFTs

THERAPEUTIC TECHNIQUES

CEPR 590 / Friday / Feb. 22

9 a.m. – noon / \$59

3 CEUs approved for psychologists, clinical social workers, licensed professional counselors and LMFTs

**For workshop descriptions and bio information on presenters, visit www.bellarmino.edu/ce/professional
Register online: www.bellarmino.edu/ce**

professional development

SHRM ESSENTIALS OF HUMAN RESOURCES

This course will give you a solid overview of the key aspects of HR and provide tools you can immediately put to use in your organization. The content is newly updated with the latest HR regulations, trends and best practices. Case study exercises provide opportunities to practice applying newly acquired HR skills.

Who can benefit from this course?

- New and junior HR practitioners
- Small business owners or office managers
- Business managers
- Job seekers who are investigating HR as a new career option

You will gain practical expertise that can immediately impact job performance, a strong foundation of HR knowledge and competencies to become a better business person, an understanding of the latest laws and regulations to help reduce the risk of costly litigation, recertification credit hours and a certificate upon completion.

INSTRUCTOR: Rebecca S. Wilson, PHR, has more than 20 years experience in HR, career counseling, organizational development, finance, business and information systems.

CEPR 150 / 5 Thursdays / Mar. 7 – Apr. 4
6 – 9 p.m. / \$319, plus \$230 materials fee

Register online.
See page 10.



2019 SHRM LEARNING SYSTEM® FOR SHRM-CP AND SHRM-SCP CERTIFICATION PREPARATION

Learn knowledge, skills and behavioral competencies that will help you be more effective in your HR role and build your confidence for passing the SHRM-CP/SHRM-SCP exam. **For complete information about the course, visit www.bellarmino.edu/ce/shrm.** For information on the SHRM credentials, visit www.SHRMcertification.org. Course materials include five comprehensive learning modules, innovative SmartStudy™ tools, and interactive online multi-media resources. You can access the SHRM Learning System via your PC, laptop, mobile device or e-reader.

CLASSROOM VERSION

- A structured environment that enhances learning
- An experienced, dynamic instructor explains and applies concepts
- Network and share experiences

CEPR 100 (01) / 12 Thursdays
Feb. 7 – Apr. 25 / 6 – 9 p.m. / \$799, plus \$499 materials fee
Deadline to register: January 31

ONLINE VERSION

- Access the course 24/7
- High quality facilitation with an expert in the HR field
- Cost effective – no travel required
- Includes video presentations of course material

CEPR 100 (02) / ONLINE / Feb. 12 – May 13
\$949, plus \$499 materials fee

INSTRUCTOR (BOTH FORMATS): Nancye M. Combs, SPHR, has 35 years of executive management experience. She has consulted with more than 500 clients worldwide and serves as an expert witness on issues related to employment practices.

To register for this course,
call 502.272.8166.

professional development

<CODE LOU> @ BU: FRONT END WEB DEVELOPMENT

Every 90 days, there are about 100 unfilled junior software development opportunities open in the greater Louisville area, and those numbers are growing fast! If you are interested in pursuing a position as a software developer, Code Lou @ BU is the program for you!

**CEPR 490 / 12 Thursdays / Feb. 14 – May 9
(except Mar. 7) / 6 – 8 p.m. / \$349, plus \$150
Treehouse License fee**

(20-30 hours of pre-work is required)

Deadline to register: Feb. 1

For course description and answers to FAQs, visit www.bellarmine.edu/ce/codeLouisvilleBU

DIGITAL PAINTING IN THE WORKPLACE

Enhance your professional skills – learn the art of digital painting! We'll explore the tools and techniques used by contemporary illustrators and gaming concept artists worldwide.

All skill levels welcome, no previous experience needed. See a list of **REQUIRED MATERIALS** at www.bellarmine.edu/ce/professional.

INSTRUCTOR: John Lee is a career illustrator, designer and web developer whose primary creative tool of choice is a computer.

**CEPR 620 / 4 Wednesdays / Mar. 20 – Apr. 10
6 – 8 p.m. / \$159**

GROW YOUR SMALL BUSINESS WITH SOCIAL MEDIA

Learn how to communicate and engage with your customers and prospects through social media platforms such as Facebook, Twitter, LinkedIn and more. We will also discuss creating and sharing valuable content through video, blogging, and podcasting. Discover how to develop and implement these strategies so your small business can reach more potential customers.

INSTRUCTOR: Jay Lane has 18+ years of experience leading digital marketing and social media programs for businesses of all sizes.

**CEPR 340 / 3 Wednesdays / Mar. 6 – 20
6:30 – 8 p.m. / \$119**

ACCOUNTING FUNDAMENTALS FOR NON-ACCOUNTANTS

If you want to better manage your business finances or advance your career, this course will give you a solid foundation. You'll learn: how to analyze and record financial transactions; how to handle accounts receivable and accounts payable; payroll procedures; sales taxes; preparing an income statement; closing out accounts at the end of each fiscal period; and a variety of banking activities.

INSTRUCTOR: Joe Ackerman, CPA, recently retired as a partner from a regional accounting firm. He is currently the Chief Financial Officer (CFO) of Advanced ENT and Allergy, PLLC.

**CEPR 460 / 4 Tuesdays / Mar. 12 – Apr. 2
6 – 7:30 p.m. / \$129**

CONSIDERING A JOB OR CAREER CHANGE?

Receive guidance from a certified career coach on performing a successful job search and making good career transition decisions. We'll explore: *career assessments, developing a job search action plan, determining career alternatives, using websites effectively, delivery of an eye-catching résumé, cover letter, career goals, networking techniques, interviewing to get the job and answering tough questions, making an application online, using LinkedIn to network, and anything else you would need!*

CLASSROOM VERSION:

Learn in a group setting that includes peer discussions and networking opportunities.

**CEPR 110 / 4 Tuesdays / Mar. 19 – Apr. 9
6 – 8 p.m. / \$129, plus \$25 materials fee**

INSTRUCTOR: Harry Hinkle, ECCP, CPM, SPHR, MBA. For information on background of the instructor, visit <http://www.linkedin.com/in/harry-hinkle>.

1-ON-1 COACHING:

Option 1: **4 total hours TBD by your schedule
\$144, plus \$25 materials fee**

Option 2: **8 total hours TBD by your schedule
\$288, plus \$25 materials fee**

Contact instructor to discuss: 502.807.3413 or hhinkle@twc.com

certificate programs

CERTIFICATE IN TEACHING ENGLISH AS A FOREIGN LANGUAGE (TEFL)

Bellarmine University has partnered with Via Lingua International to offer a noncredit Certificate Program that equips students with the basic skills and knowledge needed to take a position anywhere in the world as an EFL teacher. The Via Lingua job guidance program assists all successful graduates of the TEFL course in finding a suitable TEFL teaching position.

The program consists of five components: TEFL pedagogy theory, language awareness, teaching skills, life skills and cultural awareness. To earn the TEFL certificate, a student must attend the full program (130 hours, which includes 10 hours of assessed teaching practice) and complete all assignments. Classes are held at Bellarmine University. Supervised teaching practice will be held in the Louisville community.

INSTRUCTOR: Christine Hutchins, MA, teaches Chinese and Spanish at St. Francis High School. She is a member of the American Council of Teaching Foreign Language.

CEPR 180 / Monday - Friday / July 8 - Aug. 2 / 9 a.m. - 5 p.m. / \$1,995 (includes all materials)

Deadline to register: June 3 / Prerequisite: Four-year degree / Transportation needed to field sites

To register, call 502.272.8166.

CERTIFICATE IN ADVANCED PSYCHOTHERAPY



**BELLARMINE
UNIVERSITY**

WAYNE INSTITUTE
FOR ADVANCED PSYCHOTHERAPY

The post-graduate, one-year Certificate program in Advanced Psychotherapy is designed for licensed mental health professionals who want to expand and update their clinical skills, enhance the level of care they provide clients, and take their careers to the next level. Program participants include mental health counselors, psychologists, psychiatrists, clinical social workers, marriage and family therapists, pastoral counselors,

and educational counselors. The program employs a low-residency instructional model that emphasizes interactive learning while minimizing students' time away from their clinical practices.

CURRICULUM:

- **Three onsite residencies** at Bellarmine University. Nationally acclaimed faculty provide students with "hands-on" experiences through a combination of lecture, practice application, videotaped case illustration and group discussion.
 - Monday, May 20 – Wednesday, May 22, 2019
 - Thursday, October 17 – Saturday, October 19, 2019
 - Thursday, May 21 – Saturday, May 23, 2020
- **Distance-learning** throughout the 12 months, which includes four hours of case consultation meetings a month and six live, interactive webinars.

CONTINUING EDUCATION HOURS: The Wayne Institute is approved for CEU credit through APA, NASW, NBCC and LMFT.

For info regarding curriculum, objectives and tuition,

visit www.wayneinstitute.com

To register, call 502.272.8166.

Deadline to register: May 1, 2019

certificate programs

PROFESSIONAL CERTIFICATE IN GERONTOLOGY

The U.S. Census Bureau predicts that by 2030 more than 20 percent of Americans will be over age 65. Bellarmine's Professional Certificate in Gerontology will provide you with the knowledge and skills to effectively meet the needs of the aging population in a wide range of careers.

WHO SHOULD ATTEND: The program is relevant for nurses, social workers, occupational therapists, recreation therapists, physical therapists and respiratory therapists.

CURRICULUM: The Professional Certificate in Gerontology is awarded for successful completion of EIGHT 6-hour workshops (the second Friday of each month, Sept. 13, 2019 through April 10, 2020) and a 12-hour field placement.

CONTINUING EDUCATION HOURS:
Available for Social Workers and Nurses

TUITION: \$999, includes all materials and field placement

Questions? Call 502.272.8161.

For workshop dates and objectives and info about instructors and field placement, visit www.bellarmine.edu/ce/gerontology.

ACCELERATED CERTIFICATE IN FINANCIAL PLANNING

Revitalize your career by earning CFP® certification – the certification that consumers recognize, respect and demand.

This program is registered with Certified Financial Planner Board of Standards Inc. Students who successfully complete the program will have met the prerequisite education requirement that allows them to apply for the CFP® certification exam.

CLASSES MEET EVERY OTHER WEEKEND

Sept. 13, 2019 – May 26, 2020

Visit bellarmine.edu/ce/certifinplanning to view the complete schedule.

TUITION: \$4,200 for six-course program.

A Payment Plan is available.

Questions? Call 502.272.8161.

To learn about the requirements for earning CFP® Certification, visit www.cfp.net.

Certified Financial Planner Board of Standards Inc. owns the certification marks CFP®, Certified Financial Planner™, and federally registered CFP (with flame design) in the U.S., which it awards to individuals who successfully complete CFP Board's initial and ongoing certification requirements.

ONLINE CAREER TRAINING

In partnership with Education2Go, Bellarmine offers online programs designed to provide the skills necessary to acquire professional level positions in many in-demand occupations. Program length and prices vary.

- Business – 77 programs
- Computer Applications – 43 programs
- Arts & Design – 11 programs
- Information Technology – 61 programs
- Health & Fitness – 46 programs
- Legal – 9 programs
- Hospitality – 14 programs
- Construction & Trades – 36 programs

Questions? Call 855.534.3690. For program descriptions, prices and demos, visit careertraining.ed2go.com/Bellarmine.

Featured online career training program this spring...

LEAN SIX SIGMA GREEN BELT (EXAM COST INCLUDED)

50 course hours / 6 months / \$1,595

Learn Lean Six Sigma process improvement projects from start to finish. As a Green Belt, you can deliver measurable, sustainable improvement by finding the root causes of problems and streamlining processes. This program will fully prepare you to sit for the Lean Six Sigma Green Belt certification exam, and all exam fees are included.

enrichment

CONDOS, PATIO HOMES AND TOWNHOMES - BEST PRACTICES

Review the 'technical issue' basics that you need to know to be a good board member, including: long-range financial reserve studies, creating an annual budget, reading the month-end financial statements, understanding your master deed and bylaws, the most important state laws, preventive maintenance checks lists and emerging sustainability issues. Learn about rule enforcement and the planning, consensus building and communications ground work that precedes it; how to evaluate which rules matter most within your association; and the wisdom of choosing different forms of enforcement for different types of rule violation.

INSTRUCTOR: Patrick Hohman has been president of his condominium association for more than 20 years. He wrote the book *Condos Townhomes and Home Owner Associations: How to make your Investment Safer*. Guest speakers take your questions on condo law, insurance, finance and long-range engineering reserve studies.

CESP 100 / Saturday / Apr. 6 / 9 a.m. - 3:30 p.m. / \$89, plus \$10 lunch fee

EVENING WITH ROY: "I LIKE IKE!"

We will take a look at the life and accomplishments of one of our greatest American leaders, Dwight D. Eisenhower. General Eisenhower rose through the U.S. Army to become our Supreme Allied Commander during World War II, leading the coalition of Allied forces that defeated Nazi Germany. In 1952, General Eisenhower was elected to the first of two historically consequential terms as President of the United States.

INSTRUCTOR: Roy M. Martin, MBA, MA, is a foreign policy consultant. Roy is now in his 18th year of teaching Bellarmine Continuing Education courses.

**CEHM 100 / 4 Tuesdays / Mar. 5 - 26
7 - 9 p.m. / \$109**

REJUVENATE YOUR LANDSCAPE

Explore how to turn a barren lawn or unkempt garden back to nature in a slow and methodical manner without breaking the bank. We'll discuss flora and fauna in a typical suburban lot, strategies for reclamation, microclimates and wetlands in the yard, placement of trees and shrubs and deed restrictions. Bring a photo or map of the part of your yard you want to change for discussion during class.

INSTRUCTOR: Alan Goldstein, MAT, is a Naturalist III for the Falls of the Ohio State Park. He has been gardening with nature for more than 30 years.

**CESP 150 / 4 Tuesdays / Feb. 19 - Mar. 12
6 - 7:30 p.m. / \$69**

ITALIAN FOR BEGINNERS AND TRAVELERS

Learn about Italian culture, as well as basic grammar, pronunciation and Italian expressions, through fun, interactive activities. By the end of the course you will be able to communicate well enough to ask for directions, shop at the local stores and markets, order in restaurants, interact with the locals, and enjoy watching Italian movies with subtitles.

INSTRUCTOR: Vesna Alac, M.A. has been teaching Italian for 12 years.

**CEHM 130 / 8 Tuesdays / Feb. 26 - Apr. 16
6 - 7:30 p.m. / \$179**

KENTUCKY BOURBON PRIMER

In 1964 an Act of Congress declared Bourbon "America's Native Spirit." Get a primer on the history, production and styles of Kentucky Bourbon, all while tasting delicious Kentucky Bourbons. Participants must be at least 21 years old. This course is held at Cuvee' Wine Table, 3598 Springhurst Blvd.

INSTRUCTOR: Scott Harper, Master Sommelier, is an Executive Bourbon Steward and a member of the Stave and Thief Society. Scott works as Corporate Wine and Beverage Director for the Bristol Bar and Grille Inc. and Cuvee Wine Table.

**CELE 110 / Tuesday / Mar. 5
6:30 - 8:45 p.m. / \$35, plus \$20 materials fee**

WWMS? (WHAT WOULD MERTON SAY?)

A prolific writer, Thomas Merton encouraged his readers to develop an interior life and act with social responsibility. What would Merton say about the world today and our role in it? Using Merton's essays and letters, we'll examine his contemplative approach to living in the world but not being of it. Discover the answers to WWMS and use them to fashion a contemplative, compassionate response to the world. Suggested reading: *Raids on the Unspeakable* and *Witness to Freedom*.

INSTRUCTOR: Vanessa F. Hurst was Executive Director of The Merton Institute for Contemplative Living. She is a contemplative, Neural Synchrony™ facilitator, and mindful coach. Vanessa is author of *Engaging Compassion Through Intent and Action* and *A Constellation of Connections: Contemplative Relationships*.

CEHM 110 / 4 Tuesdays / Mar. 5 - 26
6:30 - 8 p.m. / \$69

FRENCH WINE ACADEMY

Learn about the wines of Loire, Beaujolais and Southern France through the official curriculum on French wine created by the French Wine Society and endorsed by the National French Wine Office. In each class you will taste wines from the major regions. Participants must be at least 21 years old. Classes will be held at Cuvee Wine Table, 3598 Springhurst Blvd.

INSTRUCTOR: Scott Harper is a Master Sommelier and Certified Wine Educator. He works as Corporate Wine and Beverage Director for the Bristol Bar and Grille Inc. and Cuvee Wine Table.

CELE 100 (01) / 3 Tuesdays / Apr. 9 - 23
6:30 - 8:30 p.m. / \$99, plus \$40 materials fee

CELE 100 (02) / 3 Wednesdays / Apr. 10 - 24
6:30 - 8:30 p.m. / \$99, plus \$40 materials fee

FIRST DRAFT TO YOUR MYSTERY NOVEL IN 4 WEEKS

This fun course will take the mystery out of creating mystery stories. Each week we will explore a different part of the mystery process: how to create a thrilling plot; why and how the villain committed the crime; and when and where to give the reader clues. Learn the techniques to create stories that readers can connect with plus much more by viewing examples and using work sheets especially designed to streamline the process of creating a detailed first draft.

INSTRUCTOR: John Risner is a working writer and the founder of ScreenWriter-Ink.com, a website devoted to helping writers hone their craft. He has been a featured speaker for the Sisters in Crime mystery writers' organization. John is currently writing the new Robie Locke mystery novel, "Bullet Catchers" using the 30-day system.

CEHM 200 / 4 Wednesdays / Mar. 16 - 27
6:30 - 8:30 p.m. / \$79

THE WISDOM-BASED RETIREMENT

Learn about the major areas that impact finances during the retirement years, as well as other crucial planning issues. From the economy to markets and investments, and risk management to taxes and estate distribution, this course will move beyond the basics and into advanced, practical applications. Learn to avoid both fraud and fad while spotting legitimate opportunities.

INSTRUCTOR: Stephen L. Franklin, M.B.A., CFP®, CEP, CFS, specializes exclusively in issues that impact the retired. He brings a wealth of knowledge and experience into the classroom.

CESP 120 (01) / 6 Tuesdays
Mar. 5 - Apr. 9 / 10 a.m. - Noon / \$75

CESP 120 (02) / 6 Thursdays
Mar. 7 - Apr. 11 / 12:30 - 2:30 p.m. / \$75



REGISTER ONLINE
www.bellarmino.edu/ce

spring break youth camps

ACT TEST PREP

Do you plan to sit for the ACT exam on April 13 or June 8? Come learn the skills you need to obtain a good score on the exam. You'll discover the logic and patterns behind the four sections of the test: English, Math, Reading and Science. You will also learn a high-scoring formula for the essay section and will practice working efficiently within the time constraints of the four tests.

INSTRUCTOR: Allie Teta, teaches at Sacred Heart Academy. She earned a perfect score on the English section of the ACT and was a National Merit Scholar.

CEYU 210 / Monday - Friday / Apr. 1 - 5 / Noon - 3 p.m. / \$199

LEARN REAL-WORLD CODING

Want to build an electronic piano? Send coded messages with light? Create a game to test your dexterity? You'll build all these and more as your instructor guides you through coding projects that sense and react to the real world. You'll learn by working hands-on! But experimenting and learning doesn't end at camp. You'll take home your coding "creations" and be able to complete more than 30 free projects using the coding kit you'll receive.

**CEYU 290 / Ages 10 - 12 / Monday - Friday
Apr. 1 - 5 / 9 a.m. - Noon / \$159, plus \$50
materials fee***

INSTRUCTOR: Tom Wolken, MAT, has taught robotics, forensics, stop-motion video, computer technology and mathematics to children and adults for twelve years.

**Call 502.272.8166 to enroll a camper in both camps for the special price of \$285, plus \$100 materials fee.*

ROBOTICS ADVENTURE

You will create robots that use motors, sensors, sound and light to complete a series of challenges. Their mission is to help an archeologist find, protect and preserve the lost treasures of an ancient civilization. Your instructor will teach you computer code for controlling the robots. (No previous programming or robotics experience is required.) A team of two campers will work with each robot and help their robot avoid the dangers of the jungle.

**CEYU 250 / Ages 10 - 12 / Monday - Friday
Apr. 1 - 5 / 1 - 4 p.m. / \$159, plus \$50
materials fee***

lifelong learning for seniors

ROAD SCHOLAR

Participants in Road Scholar programs come together from all over the United States to learn together. Invite your out-of-town friends and relatives to experience Road Scholar at Bellarmine University. Participants are housed at a local hotel.

A Week with Thomas Merton

MARCH 31 - APRIL 5, 2019

OCTOBER 20 - 25, 2019

For info, call 502.272.8161
or visit www.RoadScholar.org.



The Next Learning Experience

Over 54? Eager to explore new ideas and share your wisdom? Join the Veritas Society – an organization for retired and semi-retired individuals. Fall and spring memberships are priced at \$60 per 6-week term and each course costs \$15.

The Veritas spring 2019 term begins the week of March 4. For more information, visit www.bellarmine.edu/cc/veritas.

registration information

You must register before attending a class and payment must be received before your enrollment is confirmed. We reserve the right to cancel any class that does not have adequate enrollment. To avoid disappointment, register early!

Registration is ONLINE only*



Click “Enroll Now”
at www.bellarmino.edu/ce

If you have a Bellarmine username and password, click “One Login.”

If you do not have a Bellarmine username and password, click “Continue as a guest.”

There are TWO payment options when checking out:

- If you pay by **credit card/debit card**, you will be charged a **nonrefundable 2.75% convenience fee**.
- There is **no fee** if you pay by **e-Check** (money is electronically withdrawn from your checking account using your routing and account numbers). If you want to take advantage of the “no fee” option, have your checkbook with you when you register.

*Registration for the following two courses is by phone (502.272.8166) or mail:

- SHRM Learning System course
- PMP® Exam Prep

Discounts

- Some courses/programs are exempt.
- Discounts subject to space availability.
- Discounts do not apply to materials fees.

Seniors age 60+: 10%

Veritas Society members: 15%

Bellarmino alumni: 15%

Part-time Bellarmine students: 25%

Full-time Bellarmine students: 50%

Part-time Bellarmine employees: 25%

Full-time Bellarmine employees: 50%

Refunds

To withdraw from a course and request a refund, call 502.272.8166.

- 100% if notification is received 7 or more days before first class.
- 50% if notification is received fewer than 7 days before first class.
- No refund after course begins.
- A \$20 administrative fee will be deducted from all refunds.



If you have accessibility questions or other disability-related needs, please contact the Disability Services Coordinator at 502.272.8490 at least two weeks prior.

SCHOOL OF CONTINUING & PROFESSIONAL STUDIES

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www.bellarmine.edu/ce

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