



BELLARMINE UNIVERSITY

School of Continuing & Professional Studies

# Spring 2017

COURSE CATALOG



# lifelong learning for seniors

## ROAD SCHOLAR

Elderhostel, Inc. the not-for-profit world leader in lifelong learning since 1975, is the creator of Road Scholar educational adventures.

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 and/or participate yourself as a commuter. Out-of-town participants are housed at a local hotel.

### **MAR. 5 - 10, 2017**

A Week with Thomas Merton

### **OCT. 22 - 27, 2017**

A Week with Thomas Merton

For information about prices and schedules, visit [www.RoadScholar.org](http://www.RoadScholar.org) or call 502.272.8161.



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. Membership benefits include: free parking, use of the Bellarmine Library and the Sports, Recreation and Fitness (SuRF) Center and a discount on Bellarmine Continuing Ed courses. Fall and spring memberships are reasonably priced at \$40 per 6-week term and each course costs only \$10. Membership for the 3-week summer term is \$20 and each course costs \$5.

The Veritas spring term begins the week of February 27. For more information, visit [www.bellarmino.edu/ce/veritas](http://www.bellarmino.edu/ce/veritas).

## workshops for counseling professionals

### **THE KENTUCKY CODE OF ETHICAL CONDUCT**

PROF 426 / Friday / Mar. 24

8:30 - 11:30 a.m. / \$59 (\$69 after Mar. 16)

3.0 Social Work Ethics CEUs

PRESENTER: Vern Rickert, LCSW, LMFT

### **DOMESTIC VIOLENCE**

PROF 295 / Friday / Mar. 31

8:30 - 11:30 a.m. / \$59 (\$69 after Mar. 23)

3.3 Social Work CEUs

PRESENTER: William "Tony" Mathis, LCSW, CADC, ICADC

### **BUILDING RESILIENCE:**

*How to Get Back Up, Move On and Get Over It*

PROF 527 / Friday / Feb. 17

8:30 - 11:30 a.m. / \$59 (\$69 after Feb. 9)

3.3 Social Work CEUs

PRESENTER: Jan Anderson, Psy.D., LPCC

### **COUPLES THERAPY**

PROF 518 / Friday / Apr. 28

8:30 - 11:30 a.m. / \$59 (\$69 after Apr. 20)

3.3 Social Work CEUs

PRESENTER: Sharon Shapanus, LCSW, LMFT

For workshop descriptions and bio information on presenters, visit [www.bellarmino.edu/ce/professional](http://www.bellarmino.edu/ce/professional)

REGISTER ONLINE  
[www.bellarmino.edu/ce/onlinereg](http://www.bellarmino.edu/ce/onlinereg)

# professional development

## **PREPARING TO BECOME AN ACSM CERTIFIED PERSONAL TRAINER<sup>SM</sup>**

Obtain the knowledge and skills needed to take the ACSM Personal Trainer certification exam. Through engaging lectures and hands-on experiences, you will learn about ACSM guidelines, anatomy/physiology, exercise program development and implementation, fitness testing, client behavior change/motivation and basic nutritional concepts.

**INSTRUCTOR:** Kirk Evans, M.S., is a Certified Strength and Conditioning Specialist and an Exercise Physiologist at Norton Audubon Hospital.

**PROF 424 / 10 Tuesdays / Feb. 14 – Apr. 18**  
**7:30 – 9:30 p.m. / \$339, includes handout,**  
**textbook additional** (\$349 after Feb. 6)

## **HOW STRONG IS YOUR SUCCESSION PLAN:**

### *Identifying the “DNA” of your Organization*

Learn: how to assess organizational readiness for succession; the difference in “replacement planning” vs. a true succession management plan; how to identify important succession positions and clarify organizational structure; and how to develop and coach a high potential talent pool for continued success of the organization.

See complete course description and instructor’s bio on page 4.

**PROF 526 / 4 Tuesdays / Apr. 4 – 25**  
**6 – 8 p.m. / \$179** (\$189 after Mar. 27)

# community leadership

## **CONDOMINIUM & HOME OWNER ASSOCIATION BEST PRACTICES:**

### *Overview Training for Board Volunteers and Owners*

- Review ‘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 check lists and emerging sustainability issues.
- Explore communication methods that are vital in maintaining harmony and trust among owners – regular newsletters, web site options, and taking the time to answer owner questions. Part of your ongoing job is to educate owners about the realities of your ‘shared-expenses’ housing investment.
- Learn the art of group study of issues – brainstorming, compromise, good will and a respect for the ‘wisdom of the group.’
- Patience, respect, empathy and civility do matter! Explore the art of dealing with certain basic personality types that seem to arise at most Associations.
- Discuss the wide range of outside vendors who will be working for your Association, the process of finding and screening them, and the wisdom of being open to their specialized expertise and guidance.

**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.”*

**The same class material will be offered in three formats (each 6 total class hours):**

Choose 4 Thursday nights or 2 Saturday mornings or 6 hours one Saturday. Limited class size in each format.

**For dates, prices and info on how to register,**  
**visit [www.bellarmine.edu/ce/communityleadership](http://www.bellarmine.edu/ce/communityleadership)**

# human resources

**Level One:** For entry-level HR, small business owners and career changers.

## Level One

### SHRM ESSENTIALS OF HUMAN RESOURCE MANAGEMENT

If you're new to human resources or need to strengthen your employee management skills, the SHRM® Essentials of Human Resource Management Certificate Program is for you. Knowledge of the essentials can improve valuable on-the-job effectiveness, protect your small business from needless litigation and help advance your career. The course will arm you with practical skills you can immediately apply to your own situation.

The six learning modules cover human resource management, employment law, recruitment and selection, compensation and benefits, employee development and performance management.

Typical job titles of students who complete the program include: HR specialist, small business owner, HR generalist, recruiter, office manager, HR administrator, staffing specialist, manager and administrative assistant.

**INSTRUCTOR:** Rebecca S. Wilson, PHR, has more than 20 years experience in HR, career counseling, organizational development, finance, business and information systems. She is currently a Human Resource Business Partner with Humana.

**PROF 367 / 5 Wednesdays / Feb. 22 - Mar. 22 6 - 9 p.m. / \$499, includes printed manual containing 6 modules, Activities Book and access to online learning software and module-specific tests for 12 months** (\$549 after Feb. 12)

**Level Two:** For HR professionals who want to earn certification.

## Level Two

### 2017 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 and to see the instructor in action, visit [www.bellarmine.edu/ce/shrm](http://www.bellarmine.edu/ce/shrm). For information on the new SHRM credentials, visit [www.SHRMcertification.org](http://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

**PROF 272 / 12 Thursdays / Feb. 9 - Apr. 27 6 - 9 p.m. / \$1,999\*** (\$1,249 after Jan. 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

**PROF 407 / ONLINE / Feb. 15 - May 15 \$1,349\*** (\$1,399 after Feb. 5)

*\*If interested in Payment Plan, call 272.8161 to register.*

**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.



**Level Three:** Recertification credits are available for the HR Professional.

## Level Three

### HOW STRONG IS YOUR SUCCESSION PLAN:

#### *Identifying the “DNA” of Your Organization*

Whether you are the Senior Leader who owns the succession strategy or the Human Resources professional who will implement the process, investment in a well organized plan to identify and develop the talent needed for the company’s continued future success is a necessity! Learn: how to assess organizational readiness for succession; the difference in “replacement planning” vs. a true succession management plan; how to identify important succession positions and clarify organizational structure; and how to develop and coach a high potential talent pool for continued success of the organization.

**INSTRUCTOR:** Deanna D. Philpott, M.S., has over 20 years of experience as a Human Resources and Organizational Development professional, including serving as Vice President of Human Resources in a Fortune 50 company. Deanna founded the management consulting team of “People Strategy Consulting,” where she is currently the Principal Consultant.

**PROF 526 / 4 Tuesdays / Apr. 4 - 25  
6 - 8 p.m. / \$179 (\$189 after Mar. 27)**



*Bellarmine University is recognized by SHRM to offer Professional Development Credits (PDCs) for SHRM-CP<sup>SM</sup> or SHRM-SCP<sup>SM</sup>.*

*This program is valid for 7 PDCs for the SHRM-CP<sup>SM</sup> or SHRM-SCP<sup>SM</sup>. For more information about certification or recertification, please visit [shrmcertification.org](http://shrmcertification.org).*



**REGISTER BY PHONE  
502.272.8166**



**REGISTER ONLINE  
[www.bellarmine.edu/ce](http://www.bellarmine.edu/ce)**

## Employee training has never been easier!

Bellarmine offers hundreds of instructor-led ONLINE courses designed for your employee development needs.

- **CONVENIENT**  
Access courses 24/7 from anywhere with Internet connection.
- **EXPERT INSTRUCTORS**  
Professional instructors answer questions and facilitate online discussion.
- **SHORT AND EFFECTIVE**  
Courses are available in many different time frames and formats to meet the needs of your employees.
- **EASY IMPLEMENTATION**  
We host the entire operation. There is no technology to purchase, integrate, administer or support.

**To see a demo or to register online, visit  
[www.ed2go.com/bell-pro](http://www.ed2go.com/bell-pro)**

# certificate programs

## **CERTIFICATE IN TEACHING ENGLISH AS A FOREIGN LANGUAGE (TEFL)**

Via Lingua International is an institutional member of the International Association of Teaching English as a Foreign Language. Bellarmine University has partnered with Via Lingua to offer a non-credit 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 (visit [www.vialingua.org](http://www.vialingua.org)).

The program comprises 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.

**INSTRUCTORS:** Christine Hutchins, MA, is a teacher of Chinese at Louisville Collegiate School. She is a member of the American Council of Teaching Foreign Language.

**PROF 453 / Monday - Friday / June 5 - 30 / 9 a.m. - 5 p.m. / \$1,995 (no discounts; includes all materials) Deadline to register: Monday, April 25 / Prerequisite: Four-year degree**  
Transportation is needed to field sites.

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## **CERTIFICATE IN ADVANCED PSYCHOTHERAPY**

Bellarmino University has partnered with the Wayne Institute for Advanced Psychotherapy to offer a 12-month Certificate Program in Advanced Psychotherapy. **Designed for licensed mental health professionals (psychology, psychiatry, clinical social work, psychiatric hospice nursing, marriage and family counselors)**, this program emphasizes practical application through the instruction of skill-building and incorporates cutting-edge discoveries in attachment theory, interpersonal neurobiology, trauma, and systems theories.

### **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 22 through Wednesday, May 24, 2017
  - Monday, October 16 through Wednesday, October 18, 2017
  - Monday, May 21 through Wednesday, May 23, 2018
- **Distance-learning** throughout the 12 months, which includes four hours of case consultation meetings a month and six live, interactive webinars.

**TUITION:** \$6,400 – includes three classroom residencies, six distance learning modules and weekly case consultations. A payment plan is available. Call 502.272.8161 for details.

Early-bird price: \$5,400 – \$750 due by Jan. 15, 2017, \$4,650 balance (or enrollment in payment plan) due by May 1, 2017.

**DEADLINE TO REGISTER:** May 1, 2017

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

**For additional information and to register,  
visit [www.bellarmino.edu/ce/professional](http://www.bellarmino.edu/ce/professional)**

# 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. 8, 2017 through April 13, 2018) and a 12-hour field placement.

**CONTINUING EDUCATION HOURS:**  
Available for Social Workers and Nurses

**TUITION: \$999\***, includes all materials and field placement (\$1,049 after Aug. 27)

\*A Payment Plan is available. If interested, call 502.272.8161 to register.

**For workshop dates and objectives and info about instructors and field placement, visit [www.bellarmino.edu/ce/gerontology](http://www.bellarmino.edu/ce/gerontology).**

## ONLINE CAREER TRAINING

- 63 Business and Professional programs (Six Sigma, eBusiness and more)
- 36 Healthcare and Fitness programs (Medical Coding, Pharmacy and more)
- 9 Media and Design programs (Graphic Design, Web Design, Interior Design and more)
- 9 Project Management Programs
- 27 Sustainable Energy and Going Green programs (Certified Green Supply Chain Professional, Solar Power Professional and more)

Program length and prices vary.

For program descriptions, prices and demos, visit [Gatlineducation.com/Bellarmino](http://Gatlineducation.com/Bellarmino)

**Questions? Call 877.221.5151**

## 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. 15, 2017 – May 26, 2018

Visit [bellarmino.edu/ce/certifinplanning](http://bellarmino.edu/ce/certifinplanning) to view the complete schedule.

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

A Payment Plan is available. If interested in Payment Plan, call 502.272.8161 to register.

To learn about the requirements for earning CFP® Certification, visit [www.cfp.net](http://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.*

## CERTIFICATE IN PERIOPERATIVE NURSING

This program prepares registered nurses for basic entry into operating room practice.

**Earn 37.8 contact hours.**

Enrollment limited to 20.

**Visit [www.bellarmino.edu/ce/professional](http://www.bellarmino.edu/ce/professional) for course objectives and additional information.**

**INSTRUCTORS:** Michele Harbin RN, BSN, MBA, CNOR is the System Educator of Surgical Services for the Norton Healthcare Institute for Nursing; Linda Boley, RN, MSN, CNOR, is a Perioperative Educator at Norton Women's and Kosair Children's Hospitals.

**PROF 319 / 9 Mondays / Feb. 13 – Apr. 17 (except Apr. 3) / 4:30 – 8:30 p.m.**

**Clinical hours TBD / \$349 (\$399 after Feb. 1)**

# enrichment

## 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 11 years. She taught at the University of Massachusetts, the Italian Cultural Institute of Louisville and the University of Louisville.

**HMAN 141 / 8 Tuesdays / Feb. 28 – Apr. 25**  
(except Apr. 4) / 6 – 7:30 p.m.  
\$129 (\$139 after Feb. 20)

## THOMAS MERTON & RELATIONSHIP: *A Constellation of Connections*

For Thomas Merton, living contemplatively was being in relationship with the self, others, the Sacred, and all of Creation. Using the metaphor of the night sky, we'll explore how three reoccurring themes in Merton's writings – silence, compassion, and communion – contribute to an ever-deepening interdependence in all relationships. We will actively practice silence, compassion, and communion as ways to deepen commitment to contemplative living.

**INSTRUCTOR:** Vanessa F. Hurst was Executive Director of The Merton Institute for Contemplative Living. Her book, *A Constellation of Connections: Contemplative Relationships* integrates the writing of Thomas Merton into her understanding of relationship.

**HMAN 480 / 4 Tuesdays / Feb. 21 – Mar. 14**  
6:30 – 8 p.m. / \$59 (\$69 after Feb. 13)



**REGISTER BY PHONE**  
**502.272.8166**

## INTRO TO DIGITAL PHOTOGRAPHY

Enjoy learning the basics of the digital camera. You'll also be introduced to f-stops, shutter speeds, ISO, depth-of-field and composition. Assignments include: architectural detail, nature and people, followed by group critiques for hands-on learning. (Computers will not be used in class.)

**INSTRUCTOR:** Judy Rosati, M.Ed., Rank I in Arts Education, has been teaching photography for 29 years. She taught at Manual's Visual Arts Magnet Program, Artopia and Bellarmine University.

**LEIS 108 / 4 Wednesdays / Mar. 8 – 29**  
6:30 – 8:30 p.m. / \$99 (\$109 after Feb. 28)

## ANOTHER EVENING WITH ROY: *The World And American Foreign Policy*

Where do we go from here? In the aftermath of the most divisive and negative presidential election in American history, our new President must find ways to bring the country together so that we can move forward. But how? A divided America, a relentless media ready to jump on any negative story, the internal battles that are reshaping both major political parties, world events that seem beyond our control, emboldened adversaries, and concerned allies have created a situation fraught with danger. Our popular series continues with this insightful and provocative look at world affairs and American foreign policy.

**INSTRUCTOR:** Roy M. Martin, MBA, MA, is a foreign policy consultant and a member of the President's Circle of The Chicago Council on Global Affairs.

**HMAN 479 / 5 Tuesdays / Feb. 28 – Mar. 28**  
7 – 9 p.m. / \$109 (\$119 after Feb. 20)



**REGISTER ONLINE**  
**[www.bellarmino.edu/ce](http://www.bellarmino.edu/ce)**

**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. If you are retired or nearing retirement, this course will help you learn what you need to know in order to succeed and face the future with bold confidence. Bring a spouse or other family member at no additional cost.

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

**SPEC 338 / 6 Wednesdays / Mar. 1 – Apr. 5  
1 – 3 p.m. / Senior discounted price \$69**  
(\$79 after Feb. 21)

**WINES OF TUSCANY & PIEDMONT**

Tuscany and Piedmont are Italy's most important wine regions and two of its most beautiful and historic areas. Learn about the major sub regions of Tuscany and Piedmont through a series of lively lectures and informative tasting sessions. Try the major grape varieties from these areas' finest wine regions and wineries. Participants must be at least 21 years old. This course is held at the Bristol Bar and Grille, 614 W. Main St.

**INSTRUCTOR:** Scott Harper is a Master Sommelier, Certified Wine Educator and Licensed French Wine Academy instructor. Scott works as Corporate Wine and Beverage Director for the Bristol Bar and Grille Inc.

**LEIS 201 / 3 Mondays / Feb. 20 – Mar. 6  
6:30 – 8:30 p.m. / \$129 per person; \$249 per couple – includes \$40 materials fee per person** (\$139/person; \$259/couple after Feb. 12)

**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. This course will be held at the Bristol Bar and Grille, 614 W. Main St. Participants must be at least 21 years old.

**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.

**LEIS 208 / Monday / Mar. 27  
6:30 – 8:45 p.m. / \$49 per person; \$89 per couple – includes \$20 materials fee per person** (\$59/person; \$109/couple after Mar. 19)

**ACT PREP CAMP**

Do you plan to sit for the ACT exam on April 8 or June 10? This Prep Camp is your opportunity to learn and apply proven ACT test-taking strategies and skills for each of the four (4) ACT exam sections: English, mathematics, reading, and science. The curriculum is 100% test-based, meaning you will learn to pick up on patterns and high-frequency questions by working with actual, retired ACT Tests. Your self-confidence will increase because you will know what to expect and, consequently, your score will improve.

**INSTRUCTOR:** Mr. Pat Bowles, BS, BSME, MSME, MAT is a KY Certified teacher who taught at Ballard, Trinity, Presentation and St. Xavier. Having tutored over 65 students from more than 14 different high schools, he is recognized as a leading authority in ACT preparation.

**YUTH 189 / Monday – Friday / Apr. 3 – 7  
10 a.m. – noon / \$175, includes an ACT prep book and optional math lab from 12:30 – 2 p.m. each day** (\$185 after Mar. 26)

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

All courses are instructor-facilitated and run for 6 weeks. Two lessons are released each week. Interactive quizzes, assignments and online discussion areas supplement the lessons. Course fees start at \$119.

### Pick Your Start Date

Jan. 18

Feb. 15

Mar. 15

Apr. 12

### Visit [ed2go.com/Bellarmino](http://ed2go.com/Bellarmino) for a complete listing of courses in the following categories:

Account & 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

#### DEGREE COMPLETION

According to a U.S. Treasury Department report “The Economic Case for Higher Education,” the weekly earnings of people with a bachelor’s degree are an average 64% higher than those workers with only a high school diploma. If you began working toward a bachelor’s degree but dropped out of school, NOW is the time to complete your degree and reap the many benefits a college degree affords you.

Call David Kline at 502.272.8209 to find out if you are eligible to take advantage of an exciting opportunity at Bellarmino to complete your first bachelor’s degree at a reduced cost.

# 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!



**Click “Enroll Now”**  
at [www.bellarmino.edu/ce](http://www.bellarmino.edu/ce)



**Call 502.272.8166**  
Please be prepared to provide your charge card number.



**Mail registration form found at  
[www.bellarmino.edu/ce](http://www.bellarmino.edu/ce) with payment**  
(Visa, MasterCard, Discover, American Express or check)  
To: Continuing Education, 2001 Newburg Rd., Louisville, KY 40205

A week before your course begins, you will receive an email telling the location.  
A parking pass will be attached.

## Refunds

- 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.**

## Discounts

- Please indicate eligibility when registering. Seniors age 60+: 10%
- Discounts cannot be honored when registering online. Veritas Society members: 15%
- Some courses/programs are exempt. Bellarmine alumni: 15%
- Discounts subject to space availability. Part-time Bellarmine students: 25%
- Discounts do not apply to materials fees. Full-time Bellarmine students: 50%



*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

**Sean J. Ryan, Ed.D.**  
Dean  
[sryan@bellarmine.edu](mailto:sryan@bellarmine.edu)  
502.272.8376

**Linda S. Bailey**  
Director of Continuing Education  
[lbailey@bellarmine.edu](mailto:lbailey@bellarmine.edu)  
502.272.8161

**Patti Worley**  
CE Enrollment Coordinator  
[pworley@bellarmine.edu](mailto:pworley@bellarmine.edu)  
502.272.8166

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