The Division of Continuing Education provides educational opportunities delivered through various workshops, seminars, conferences, short-courses, credit generating and non-credit generating courses offered both on- and off-campus. These opportunities are consistent with the University’s mission of providing “inspirational teaching, exemplary research and meaningful public and community service through creative partnerships at local, state, national and global levels.” The Division is an administrative unit under the Office of Academic Affairs operating through the School of Graduate Studies and Research.

The Division of Continuing Education plays a major role in the expansion of the University and seeks to respond to the educational needs of the citizens of Florida through programs designed to provide the skill, knowledge, and attitudes essential to function more effectively in a diverse society. These educational offerings are delivered through various workshops, seminars, conferences, short-courses, credit and non-credit courses offered both on and off campus.

The primary purpose of the Continuing Education program is to meet the educational needs of adults in Florida. In essence, this is accomplished by disseminating the results of the University’s activities, research, and teaching among the many specialized groups and individuals throughout Florida. Through its conferences, courses, workshops, and activities, the off-campus programs help adult students to become more knowledgeable, skilled, and adjusted as individuals; contributing members of groups to which they belong; and participating citizens in their communities. It helps them to understand the world in which they live, and provides opportunities for greater appreciation of cultural and aesthetic values.

The rapidly changing nature of society; the growth of knowledge; the impact of science and technology; new teaching methods and media; and the continuing education needs of business, industry, labor, agriculture, government, the professions, and the individual citizen, require FAMU to extend its resources and services to meet these problems and needs if it is to fulfill its role and responsibility.

Admissions

Off-campus students are accepted into undergraduate and graduate admissions programs under the same standards as on-campus students. Students entering the bachelor’s program must have an A.A. degree or A.S. degree with the general education requirements completed.

Application for admission to all bachelor’s degree programs are processed by the Undergraduate Admissions Office. Undergraduate applications are available from the Office of Admissions, Foote-Hilyer Administration Center, Room G-9, Florida A&M University, Tallahassee, FL 32307 and via the internet at www.famu.edu/admission

The admissions application process for Master’s and Doctoral degree programs are processed through the School of Graduate Studies Admissions Unit. Students must have earned a bachelor’s degree from an accredited institution. Graduate applications can be obtained from the School of Graduate Studies, 400 Tucker Hall, Florida A&M University, Tallahassee, FL 32307 or via the internet at www.graduateschool.edu. The Admissions Application fee of $25 must accompany the applications of students who are not graduates of FAMU. An application can be printed from the School of Graduate Studies website.

The check or international money order must be made payable to Florida A&M University. The applicant should indicate his/her name, social security number and address on personal checks.

Academic Degree Programs

The following off-campus degree programs are offered through the Division of Continuing Education:

- **College of Arts and Sciences**
  - Madison, FL
  - Criminal Justice B.S.

- **College of Education**
  - Chattahoochee, FL
  - Counselor Education M.Ed.
  - Madison, FL
  - Elementary Education B.S.
  - Educational Leadership M.Ed.
  - Jacksonville, FL
  - Elementary Education B.S.
  - Counselor Education M.Ed.
  - Lakeland, FL
  - Elementary Education B.S.
  - Live Oak, FL
  - Elementary Education B.S.
  - Macclenny, FL
  - Educational Leadership M.Ed.

Registration

Registration for off-campus courses must be conducted via internet. The Non-degree Seeking Student Registration Form is only to be used by students who have never registered for a course at FAMU. The registration forms should be mailed to the Senior/Admissions Registrar, Foote-Hilyer Administration Building, Room 111, Tallahassee, FL 32307 or faxed (850) 561-2428. Registration fees must be mailed in a separate envelope to the Controller’s Office/Cashier, FHAC Room 201, Florida A&M University, Tallahassee, FL 32307 or paid on-line.

Non-Credit Courses

The Division of Continuing Education works closely with the colleges/schools/institutes/Departments to coordinate all non-credit activities including seminars, conferences, institutes, workshops, and other short term educational programs on or off campus. Non-credit educational programs offer ways to assist individuals to keep abreast of new knowledge in their respective field; Assist individuals to enhance their occupational or employability skills; Provide opportunities for continued personal development; and Provide expertise to assist various agencies in resolving educational, social, and cultural problems.

Non-credit programs are designed to assist adults in the identification and definition of these problems for which university level instructional activities may provide solutions. Such involvement of university faculty is fundamental to the institution’s service goal. Therefore, expertise from all units of the University will be needed to meet this service commitment.

FAMU makes a major contribution through workshops, seminars, and conferences offered by several colleges through the Division of Continuing Education. Listed below are some of the programs offered under the Division:

- College of Arts and Sciences
  - Marching 100 Band Camp
  - Irene Edmonds Youth Theatre Summer Program

- College of Engineering
  - CISCO Networking Academy

- College of Engineering Science, Technology and Agriculture
  - Southeastern Regional Public Health and Vector Management Conference
  - Annual Entomology Field Day and Workshop

- School of General Studies
  - Conference on Minorities in Education