The Division of Continuing Education at Knoxville extends the academic programs and services for all colleges and schools on campus to the people in the area served by The University of Tennessee, Knoxville. In addition, the division cooperates with all other campuses of The University of Tennessee in extending academic programs and services to all citizens of the state.

**Conferences**

Director: W. L. Whelan, Ed.D.
Assistant Director: S. R. Martin, B.A.
Coordinators: J. H. Gillespie, M.S.; M. R. Davis, M.S.

It has become evident that learning can take place for an extended period of time in a variety of modes, settings, and circumstances other than in the traditional classroom. To bring this fact to its reality, the University of Tennessee, Knoxville continuing education conference program has been designed and staffed to bring together under University auspices groups of participants and qualified staffed to bring together under University auspices groups of participants and qualified resource persons to share new learning and ideas, to develop new insights, to address current problems, or to impart new skills and techniques. This thrust can embrace virtually all disciplines, professions, vocations, and avocations.

The Department of Conferences is staffed and equipped to advise, assist, and provide administrative support in the delivery of a successful conference or workshop.

Acting in these roles, the department can follow through with an initial tentative budget; secure appropriate setting; devise an attractive format; arrange for auxiliary services such as lodging, meal, and banquet services, extra excursions and tours, and complete registration procedures; design, print, and mail the conference brochure; and handle registration fee collection and payment of honoraria and other conference expenses.

Depending on the time of year, the academic calendar of the University, and the desires of the conference sponsor, the program and participants may be housed in campus facilities or off-campus commercial settings.

Among the unique advantages offered by the Department of Conferences programs are that: programs are designed to meet specific needs of the greatest practical value to the participants; the knowledge and expertise of the UTK faculty and staff can be matched with the specific needs of the participants; the programs encourage informal contacts and interaction among colleagues with similar interests with the resource persons; program fees are kept reasonable by using University facilities and services whenever possible; an experienced Conference staff is available to plan, coordinate, and facilitate delivery of programs of virtually any size or duration; by using conference services, the activity initiator is free to concentrate fully on program content; programs can be conducted "in-house" on the campus, anywhere in the state of Tennessee, or whenever an appropriate meeting site can be arranged; Continuing Education Units (CEU's) may be awarded to program participants if the program is designed to satisfy the criteria necessary for CEU credit.

Additional information may be obtained from the Department of Conferences, 1629 Melrose; telephone 974-5261.

**Workshops and Off-Campus Programs**

Director: W. L. Powell, Jr., Ed.D. Tennessee.
Assistant Director: J. R. Ronemond, M.S. Tennessee.

This department conducts undergraduate and graduate courses in many locations away from the Knoxville campus. The courses are scheduled in response to requests and identifiable needs of adult part-time students who live some distance from the UTK campus and who take part in all their courses at off-campus locations.

All course offerings and instructors are approved by the appropriate academic department heads and the credit awarded is resident credit. The majority of the colleges and their academic departments cooperate in the off-campus program.

Credit workshops are another phase of continuing education designed to meet the student's changing needs. They are coordinated through the various academic units of the University and provide students the opportunity to participate in short periods of intensive study. As a result, students may earn college credit within a shorter time frame than the traditional quarter system.

Workshops also offer flexibility of timing, location, and content. Summer workshops are particularly popular with teachers and school administrators. Although most workshops are held on the UT campus, geography is not a limiting factor. In the past, workshops have been held throughout the state and in the United Kingdom.

Provisions for a program of student services are provided. These services encompass areas of registration, records, and procedures for admission. The student adviser/counselor is available upon request for meeting with students at on-campus locations. As of fall 1978, all UT course offerings in Oak Ridge are under the administration of this department. Inquiries and/or course requests may be directed here.

University Evening School

Associate Director: J. C. Sekula, Ph.D. Tennessee.

This department conducts undergraduate and graduate courses at various locations away from the Knoxville campus. All courses are scheduled in response to requests and identifiable needs of adult part-time students who take part in all their courses at off-campus locations.

All course offerings and instructors are approved by the appropriate academic department heads and the credit awarded is resident credit. The majority of the colleges and their academic departments cooperate in the off-campus program.

Credit workshops are another phase of continuing education designed to meet the student's changing needs. They are coordinated through the various academic units of the University and provide students the opportunity to participate in short periods of intensive study. As a result, students may earn college credit within a shorter time frame than the traditional quarter system.

Workshops also offer flexibility of timing, location, and content. Summer workshops are particularly popular with teachers and school administrators. Although most workshops are held on the UT campus, geography is not a limiting factor. In the past, workshops have been held throughout the state and in the United Kingdom.

Provisions for a program of student services are provided. These services encompass areas of registration, records, and procedures for admission. The student adviser/counselor is available upon request for meeting with students at on-campus locations. As of fall 1978, all UT course offerings in Oak Ridge are under the administration of this department. Inquiries and/or course requests may be directed here.
difficulty in pursuing academic goals
academic planning.
benefits under the G.I.Bill with their evening students who receive educational days. A full-time veteran adviser assists consultation during evening preregistration various colleges are on hand for academic...would be attended by instructors selected from within the University or from qualified professionals outside the University. The Nursing Education Program is conducted through contractual agreement with three area Knoxville hospitals. The diploma program is run through each hospital's independent School of Nursing. Academic courses are provided by the University Evening School in support of this program.

Student Services
A comprehensive program of services is provided by the Evening School for the adult part-time student.

REGISTRATION
An advising-counseling program is available for the benefit of all evening students who need assistance with academic and/or personal matters. This program can accommodate students during regular day hours (8:30-5:30) and in the evenings by appointment. In addition, advisers from the various colleges are on hand for academic consultation during evening preregistration days. A full-time veteran adviser assists evening students who receive educational benefits under the G.I. Bill and their academic planning.

FINANCIAL AID
Evening School students who encounter difficulty in pursuing educational goals because of financial restrictions may be eligible for assistance through the Evening School Scholarship Fund. In addition, interested students may obtain applications for the Basic Educational Opportunity Grant Program in the Evening School office.

Elderly and Disabled Persons
Recent statewide legislation gives Tennessee citizens who are 60 years of age or older, or those who are totally disabled, the opportunity to attend courses at UT at no charge on an audit, space available basis. Legal verification of either of these conditions is required for enrollment. Students who are 65 or over, or are totally disabled and who desire to receive UT credit for their courses, may pay a reduced charge of $3 per credit hour to a maximum of $50 for a full-time load. Registration for day and evening classes is handled by the Evening School.

For additional information concerning any of these programs or services please contact the University Evening School, 451 Communications & University Extension Building.

Non-Credit Programs
The department conducts and coordinates various non-credit courses offered on campus and off campus. It administers non-credit programs offered by the department and other courses offered in cooperation with other academic departments and service departments of the University. These non-credit courses provide opportunities for college remedial training, in-service training, upgrading of physical and some technical skills, recurrency training, and leisure type educational courses for the Knoxville and surrounding community. Certain non-credit courses are approved for veterans' training. For specific information, contact the Department of Non-Credit Programs.

Continuing Education Units (CEUs) are awarded to students satisfactorily completing courses described in the non-credit quarterly class schedule. A Continuing Education Unit is defined by the Southern Association of Colleges and Schools as "ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." A permanent record of CEUs is maintained by the Division of Continuing Education, Department of Non-Credit Programs. A transcript of all CEUs earned at The University of Tennessee may be obtained upon written request.

ELDERLY AND DISABLED PERSONS
Recent statewide legislation gives Tennessee citizens who are 60 years of age or older, or those who are totally disabled, the opportunity to attend courses at UT at no charge on an audit, space available basis. Legal verification of either of these conditions is required for enrollment. Additional information may be obtained at 2016 Lake Avenue.