## Catholic International University Lifelong Learning Continuing Education Frequently Asked Questions

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### I want to register for a course or seminar, where do I start?

You must have a user profile to register for a course. If you already have created a user profile with your email address, then you may click "Sign In" to log. If you have not yet created a user profile, click on "Sign up" to do so. Please fill in all the fields.

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## Can I register by phone?

All registrations must be made through the Catholic International Lifelong Learning page: <u>https://www.catholiciu.pathlms.com/.</u>

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## Who can take Lifelong Learning courses? Are there any prerequisites?

All Lifelong Learning course have been designed according to needs and strengths of Adult Learners. In addition, High School aged teens (ages 14 and up) may also enroll in Lifelong Learning courses. No pre-

requisite courses are required; however, it is recommended that the Basic Certificate in Catechetics be completed prior to completing the Advanced Certificate in Catechetics.

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## I am not a student at Catholic International University. Can I still enroll in a course or seminar?

Yes. The management of Catholic International's Lifelong Learning continuing education program is separate from the undergraduate and graduate courses offered through Catholic International University. You may learn more about Catholic International University's many undergraduate and graduate programs, which are fully accredited by the <u>Higher Learning Commission</u> at <u>https://catholiciu.edu/</u>.

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## Is the registration process for Lifelong Learning courses the same as registering for a Catholic International University course?

No. The process of applying for a Catholic International University academic (college credit) course and registering for these courses is managed independently through the <a href="https://catholiciu.edu/">https://catholiciu.edu/</a>. All aspects of the Catholic International University's Lifelong Learning program, including registration, course and seminar content, and course certificates and transcripts are managed through the <a href="https://www.catholiciu.pathlms.com/">https://www.catholiciu.pathlms.com/</a>

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## English is not my first language. Can I still enroll in the Lifelong Learning courses and seminars?

The Lifelong Learning Path learning management system supports Chinese, English, French, German, Portuguese, and Spanish languages for webpage navigation and commands. Users are required to set their language preference when creating their profile.

At present, Lifelong Learning currently offers nearly seventy independent study and three-week seminars and twelve certificate bundles along with seven independent study courses and two bundle certificates in Spanish.

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### Will Lifelong Learning courses appear on a college transcript?

No. Lifelong Learning courses do not earn college credit and will not appear on a college transcript. Catholic International University's Lifelong Learning program awards <u>Continuing Education Units (CEUs)</u> for courses and seminars. They are intended for students who want to gain general knowledge, learn a new skill, upgrade existing skills or develop personal interests. In addition, dioceses and K-12 Catholic schools recognize our CEUs for catechetical and religious education certification.

One continuing education unit (1 CEU) equals 10 contact hours of learner interaction with the learning activity content, which includes classroom, self-paced instruction, pre/post assignments, and/ or homework in support of learning outcome. CEU calculations for individual courses were based upon evaluations and reports of actual students.

Upon completion, students may request a certificate of completion for the course. You may print or download a copy of each course certificate or a copy of your Continuing Education transcript by going to the certificates tab in your user profile (look for your name in the upper right-hand corner of the home page).

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## Can I enroll in multiple courses at one time?

Yes. You may enroll in multiple independent study courses or seminars at one time. Please note however, that you only have a 62 day period to complete an independent study course and the 62 days starts the day of your purchase. In order to manage your work flow, you may want to stagger your purchases or enrollments.

You may add multiple courses to your cart. Once you are ready to purchase/enroll in the course, go to your cart (upper right-hand corner) and complete the transaction as you would any online sale.

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# I am not sure if my diocese is a Lifelong Learning partner. Where can I learn more about this?

You will receive your **access code** (previously called a promo code) from your diocesan contact. The access code is entered into the user profile and then determines pricing for courses and seminars. The list of diocesan partners continues to change and grow. Please check here for e latest list. https://catholiciu.edu/partnerships/

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## How long of a timeframe do I have to complete an Independent Study Course? A Seminar? A Certificate Bundle?

**Independent Study courses:** You have 62 days from the date of purchase to complete a course, after which it expires.

**Three-week Online Seminars:** Are offered during a set three-week period. You usually have a week or two after the coure closes to complete assignments, quizzes, etc.

**Certificate bundle**: You will have 62 days for each course in the bundle. For example, a bundle with 6 courses= 6X62=372 days to access the bundle and complete all the courses. You will have access to the all the seminars Basic Certificate in Apologetics during the time they are next offered.

If you need extra time to complete any of these, please contact <u>continuingeducation@catholiciu.edu</u>.

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You can see the time remaining by clicking on the "My Activity" tab in your user profile.



## Do Lifelong Learning courses and seminars have assignments or quizzes?

Yes. Each Independent study consists of 3-5 lessons, which include lecture content, a discussion board to introduce yourself and post questions, reading assignments, a 10-question multiple choice quiz ("written assignment") for each lesson, and a course evaluation. You must score an 80% or higher on the quiz to progress to the next section.

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## Are Lifelong Learning courses and seminars graded?

No you do not receive a grade for the course, however, all sections must be satisfactorily completed to earn CEUs and a course certificate

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## Is there technical support for Lifelong Learning courses?

Most questions can be handled by the Lifelong Learning Support staff. Please contact <u>continuingeducation@catholiciu.edu</u> with questions regarding login, course navigation, creation of transcripts, etc. More complex questions will be forwarded to the Catholic International University IT Support team.

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