Certificate FAQs

Q 1. How do I declare that I’m taking courses toward a certificate?

You must complete a Technical College Application for Admission indicating the certificate you wish to work toward and turn it in to the Student Services Office.

Q 2. Are there application fees?

No, there are no application fees collected for declaring a certificate.

Q 3. Do I have to take an assessment test to get into a certificate?

No, however, some individual courses may require an assessment for placement.

Q 4. Will I be eligible for Financial Aid if I’m enrolled in a certificate?

No, stand alone certificates are not eligible for financial aid. However, if you are already a program major and are taking courses within that degree program that will give you the course credits needed to complete a certificate, you are eligible to apply for financial aid.

Q 5. How do I know what courses to take?

The current course requirements for a certificate are found in this catalog as well as online under programs and certificates.

Q 6. How do I get my certificate when I’ve completed all the courses?

You will need to complete an Intent to Graduate form and turn it in to the Student Services Office. This is the same form completed by degree-seeking students when they complete their degree coursework. There is no charge for Intent to Graduate form completion.

Q 7. Will I have an advisor?

If you are enrolled for six or more credits, you will be assigned an advisor. Contact Student Services for your advisor assignment.

Q 8. Are students enrolled in a certificate eligible to purchase student software?

Yes, and you must complete an application declaring the certificate to assure your eligibility.

Q 9. Is there a grade point average (GPA) required for successful completion of a certificate?

Yes, your cumulative grade point average must be at least a 2.0 or a grade of “C” for awarding of a certificate. Some certificates have higher requirements. For example, the Medical Transcription certificate requires a 3.0 or a grade of “B” GPA. Check this catalog listing for specific requirements.