

Certificate FAQs

Note: certificates are best when used in conjunction with a program or degree.



1. How do students declare taking courses towards a certificate?

Students must complete an Application for Admission indicating the certificate they wish to work towards and turn it in to the Student Services office.



2. Is there an application fee?

No, a fee is not required for declaring a certificate.



3. Do students need to take an assessment before they are eligible to enroll in courses?

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



4. Will students be eligible for Financial Aid if enrolled in a certificate?

Certificates alone are not financial aid-eligible. However, students enrolled in a financial aid-eligible program with the same courses required for a certificate may be eligible to receive financial aid. Contact a campus financial aid advisor for more information.



5. How do students know which courses to take?

The current course requirements for a certificate are found in this catalog as well as online at www.witc.edu/certificate. Click on the certificate title and then click "Curriculum."



6. How are students awarded a certificate when the required courses have been completed?

Students 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 forms for students seeking a certificate.



7. Will students have an advisor?

Students enrolled for six or more credits will be assigned an advisor. Students should contact Student Services for advisor assignments.



8. Can students enrolled in a certificate purchase software at student rates?

Yes, students currently enrolled at WITC are eligible to purchase software at student rates.



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

Yes, a grade point average must be at least a 2.0 or a grade of "C" for the awarding of a certificate. Some certificates have higher requirements. Check this catalog listing for specific requirements.



10. Are certificates offered at WITC-Hayward and WITC-Ladysmith outreach centers?

Select certificate courses are offered at the WITC-Hayward and WITC-Ladysmith outreach centers. Please contact the outreach center manager for details.