

The University of the Arts

# continuingeducation

## CERTIFICATE PROGRAMS

### FREQUENTLY ASKED QUESTIONS

#### Q. What are the benefits of being a certificate student?

A. Certificate students are offered the following benefits:

**UArts Student Photo ID** Certificate students receive an official UArts photo ID for accessing UArts buildings and services. The ID also enables students to receive discounts at Philadelphia eateries, stores, entertainment and cultural venues – plus **free admission** to the Philadelphia Museum of Art, the Perelman Building and Rodin Museum.

**Software + Hardware Discounts** Certificate students receive 80% off Adobe Creative Suite software purchased through the UArts bookstore and get discounts on hardware at the University of Pennsylvania's Computer Connection store.

**Discounted Parking** Certificate students are afforded access to steeply discounted parking and pay just \$70 for a group of 10 parking vouchers (\$7 per parking ticket).

**UArts Library Borrowing Privileges** Certificate students may use the UArts library, borrow materials and access extensive digital resources.

**UArts Email Address** Certificate students receive an official UArts email address to help them keep up with UArts announcements and updates. It is especially useful when taking UArts courses online.

**UArts Alumni Status** With the exception of the Essentials certificates, the completion of all other certificate programs earns you alumni status. UArts alumni are eligible for library privileges, a 25% tuition discount on all Continuing Education classes and discounts on insurance, hotels and local cultural venues. Visit [uarts.edu/alumni/benefits-services](http://uarts.edu/alumni/benefits-services) for a list of all alumni benefits.

#### Q. How do I apply for the certificate program?

A. Students who wish to apply for a certificate program may do so at any time during the academic year.

Applicants must submit the following:

- Certificate Program Application Form (found online: [http://cs.uarts.edu/uploads/media\\_items/updated-ce-certificate-application.original.pdf](http://cs.uarts.edu/uploads/media_items/updated-ce-certificate-application.original.pdf))
- Personal Statement
- Resume
- \$100 Application Fee
- Adobe Software Competency Exams (if applicable)

**Q. What are Adobe Software Competency Exams, and what does it mean to be proficient in the Adobe software programs?**

A. All applicants to digital technology certificate programs (excluding Digital Photography) must complete and submit competency exams for Adobe Photoshop and Adobe Illustrator with their application. Applicants to the Communication Design Essentials Certificate or Communication + Web Design Certificate must also complete and submit a competency exam for Adobe InDesign with all other application materials.

The results of these exams will determine the student's proficiency with these software programs. Those students who demonstrate sufficient proficiency will not be required to take these courses in addition to other courses required for their certificate program. Students who do not demonstrate sufficient proficiency with these software programs will need to register for the appropriate software courses. Your advisor will discuss the results of these exams during your advising session prior to course registration.

**Q. How will I be notified of my acceptance to the certificate program?**

A. All students will be notified by the Director of Adult + Professional Programs of their acceptance to the program by official letter. Those who are not accepted will also be notified by official letter and will be refunded \$75 of their application fee.

**Q. What can I expect if I am accepted to the program?**

A. All students who are accepted into a certificate program will attend a New Student Certificate Orientation, a program that is required for all new certificate students. During orientation, you will learn more about the benefits of your certificate program and will meet program advisors, various faculty and other students accepted into the program.

**Q. What are the new "Essentials" and "Professional" certificate programs?**

A. With the goal of increasing your marketability, both the Essentials and Professional certificate programs utilize an industry-driven approach that stresses only the most current standards and latest trends. Shorter and lower cost than other certificate programs, the Essentials programs give you the flexibility to concentrate on obtaining a solid foundation in Web Design and/or Communications Design before deciding to proceed to the more specialized and focused instruction of a Professional certificate program.

**Q. Do I have to be enrolled in a certificate program to take digital courses?**

A. No. Students do not have to enroll in a certificate program to take digital technology courses. However, students considering applying for a certificate program at a later date should take note that only courses satisfactorily completed for credit are accepted towards completion of a certificate.

No student may apply more than one previously completed non-credit course to their certificate.

Additionally, all courses must have been completed using current software versions.

**Q. Do I need to decide now whether I would like to participate in the certificate program, or could I wait until after my first class?**

A. Although this is possible, it is strongly recommended that students interested in a certificate program speak with an advisor before registering for classes. All courses counted toward a certificate must be taken for credit.

**Q. Can I sit in on a class to determine if the program is right for me?**

A. No, University policy allows only registered students to attend class. Most questions regarding a certificate

program can be answered by an advisor. Class structure and content are addressed in the course description, syllabus and faculty bios, all available on the Continuing Education website at [cs.uarts.edu/ce](http://cs.uarts.edu/ce)

**Q. How often are classes held?**

A. Certificate program courses are offered year-round in three semesters:

Fall – October through December

Spring – January through April

Summer – May through August

Most courses meet once per week for three hours for a total of ten weeks.

**Q. How quickly can I complete a certificate program?**

A. UArts Continuing Education certificate programs take one to three years to complete, depending upon the particular certificate and the number of courses completed each semester.

**Q. Can I take more than one class at a time?**

A. Yes, the number of classes students take in one semester depends on course scheduling and completion of required prerequisites. Prerequisites are listed in each of the course descriptions.

**Q. Is there a time limit to complete a certificate program?**

A. Required courses should be completed within three years of enrollment in a certificate program. If more time is needed, arrangements must be made with an advisor to file an official Leave of Absence.

**Q. What can I expect from the Capstone course?**

A. With the exception of the Essentials certificate programs, all certificate programs include a Capstone course which is to be taken as the final course within the program. This course is to serve as the culminating experience of your certificate program. Again, depending upon which certificate program you enroll in, the Capstone course could include all other students within your program cohort and you will spend the semester working with the instructor to complete a final project for a real-world client. Or, your Capstone course could be an independent study experience where you work closely with an instructor to plan and install a final exhibition of your work.

**Q. What can I expect when I complete my certificate?**

A. All students who have met the requirements for completion will be invited to a ceremony at the end of the semester to celebrate their accomplishment. During this ceremony, students will be awarded an official certificate of completion. With the exception of the Essentials certificates, the completion of all other certificate programs earns you UArts alumni status.

**Q. How much work is expected of a certificate student outside of each course?**

A. In addition to the thirty hours of contact time, certificate students are expected to complete approximately 25 hours (3-5 hours per week) of additional work outside of class. This commitment can take the form of additional assignments, written or oral presentations, or building more complex projects than the average non-credit student.

**Q. Do I have to take classes for credit to earn the certificate?**

A. Yes, anyone entering a certificate program must take classes at the credit level to complete the certificate requirements. A certificate is awarded upon successful completion of all required courses.

**Q. What is the difference between credit and non-credit?**

A. When a course is taken for credit, a letter grade is issued and an official graded transcript may be requested. All students will receive in-class assignments; however students who take courses for credit are expected to do work outside of class. Out-of-class assignments factor into grades for credit courses. Students in credit courses complete an average of 25 additional hours of study outside of regular class time.

Students who take a course for non-credit receive a “pass” or “fail” grade only. Continuing Education (CE) Credits are applicable to degree programs at the University of the Arts. To determine if your credits will be accepted at another institution, you should contact the appropriate office of the recipient school to determine which, if any, will be accepted.

The credit option is often utilized by students participating in tuition reimbursement programs. Many employers require a letter grade in order to provide tuition reimbursement.

Students who took a Continuing Education course for non-credit with the intention of becoming certificate students at a later date are permitted to transfer up to one non-credit course toward the certificate program. Only non-credit courses which have been taken within one year of the student's certificate application date are eligible for transfer. This request will be reviewed by an advisor, and upon approval, the student will need to pay a one-time Course Transfer Fee of \$50.

Additionally, all courses must have been completed using current software versions.

**Q. Are classes taught on PC or Mac?**

A. All digital Continuing Education courses are taught in full Macintosh labs. Adobe software (Photoshop, Illustrator and InDesign) operates in the same way on both PC and Mac platforms and files transfer flawlessly from one platform to another. The only significant difference between a PC and a Mac is the appearance and structure of the desktop.

Additionally, some courses are taught on laptop systems in mobile carts which include the newest version of the MacBook Pro.

**Q. Are certificate students required to purchase software/hardware?**

A. No. Continuing Education students are not required to purchase software or hardware. Assignments can be completed during class and during open lab time on the University campus. However, certificate students often choose to take advantage of discounts on hardware and software offered through the Penn Computer Connection, the Apple Web Store and the UArts Store. Certificate students can redeem these discounts by presenting their valid UArts ID card.

**Q. Do I have access to the computer labs outside of class time?**

A. Yes, UArts general computing labs may be accessed during open hours. Login information and a complete schedule of open lab hours are made available to all students during their first night of class or may be obtained from the CE office.

**Q. How much does a certificate program cost?**

A. Certificate program students register and pay for each class per semester at the time of registration.

**Q. Is financial aid available for certificate students through the University of the Arts?**

A. Continuing Education certificate programs do not qualify for financial aid or scholarships from the University of the Arts or federal student aid. However, educational loans may be available through private lenders not affiliated with the University.

**Q. Do the certificate programs provide access to Career Services?**

A. Certificate students have the opportunity to participate in an advising session with UArts Career Services upon completion of the program. Certificate students also receive access to *UArtsCareers*, a comprehensive online system of opportunities including internships, part-time jobs and full-time career positions.