

Non-Credit Certificate Program Frequently Asked Questions

Q. What is the difference between Credit and Non-Credit?

- A. In general, credit courses are designed for students who are interested in earning college units towards a degree or certificate. Students who take credit courses receive a letter grade (A, B, C, D or F) at the end of the semester.

Non-Credit courses are classes offered through the Workforce, Community and Economic Development Division. They are intended for students who want to gain workforce in-demand recognized knowledge in order to learn new skills, upgrade existing skills, or enrich their understanding about a wide range of topics. Upon successful completion, students will receive a grade of Pass or No Pass along with a certificate of completion. In most cases, noncredit classes are **NOT** applicable towards a degree.

Q. Who may attend a Continuing Education noncredit course?

- A. Anyone 18 years of age or older.

Q. Do I need to apply for admission to the college?

- A. For noncredit courses, admission to the college as a credit student is not required. There is a short registration form for noncredit admission.

Q. When do I sign up for a class?

- A. Register early. Classes are filled on a first-come, first-serve basis. You may register online, in person, by phone and/or by mail during predetermined hours. You can register up until the day prior to the start of classes, although this increases your chances of the class being closed.

Q. Can I get Financial Aid?

- A. No. Federal Financial Aid is not available for noncredit classes. There are alternative payment options. For instance, Installment Payment Plan, Workforce Scholarships (if funding is available), Third Party Funding and External Personal Loans.

Q. How much does a Non-Credit Certificate cost?

- A. Tuition varies based on the program/class. See the program of interest for further details.

Q. Which specific classes do I need to earn a Non-Credit Certificate?

- A. There are no prerequisite courses required for Workforce Training Non-Credit Certificates. See the program of interest for further details.

Q. Do I need a parking permit?

- A. No. Parking is free.

Q. Can I repeat a course?

- A. Repeating a course is determined on individual basis and is at the discretion of the Director.

Q. How many courses can I take?

- A. Take as many courses as you like.

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Q. Do I need to take a placement or assessment test before starting class?

A. There may be a program that requires TABE testing. There are programs that require a high school diploma/GED or be in the process of completion. See program for further details.

Q. Can these classes be transferred to another college?

A. No.

Q. Are Non-Credit certificates recognized in the industry?

A. Absolutely!

Q. How long will it take for me finish a Non-Credit certificate program?

A. All of the Non-Credit certificate programs are 24 weeks or less. See program of interest for further details.

Q. Do I have to purchase books?

A. Books are included in tuition.

Q. Do I get units for Non-Credit classes?

A. Some courses, not all award CEU.

Q. Do I get grades for Non-Credit classes?

A. Yes. Upon completion of a course, students will receive a grade of Pass or No Pass.

Q. Can I enroll in a Non-Credit class and later transfer that course towards a credit certificate?

A. In most cases, no. However, please see the program of interest for further details.

Q. I still have a question. Who can I contact?

A. Contact Health Industry Solutions at 216-987-2925.