Grad Certificate Administration
## Admitting Certificate Students

<table>
<thead>
<tr>
<th>Degree Seeking</th>
<th>Non-Degree (Unclassified)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• No University App</td>
<td>• <strong>Non-degree (UI) App</strong></td>
</tr>
<tr>
<td>• Dept. Consideration</td>
<td>• Transcript</td>
</tr>
<tr>
<td>• Dept. Admission</td>
<td>• App fee $40</td>
</tr>
<tr>
<td>• GC add POS</td>
<td>• Charged when students enroll in a course</td>
</tr>
<tr>
<td></td>
<td>• Dept. Consideration</td>
</tr>
<tr>
<td></td>
<td>• Dept. Admission</td>
</tr>
<tr>
<td></td>
<td>• Grad Admissions add POS</td>
</tr>
</tbody>
</table>

**MAUI**
Nondegree Application for Admission

B. Admission Information

* What type of credit are you seeking?
  - Undergraduate Credit
  - Graduate or Professional Credit

* For which session are you applying?

  Session...  
  Year...

Purpose of attending

YOU CAN ALSO...
  - Return to summary page
  - Print your application*
  - Change your password
  - Read the instructions
  - Logout
# Certificate Policies

## Nine sh credit Memo

- Certificates absorbed into master’s degree(s)
- Master’s in the same POS
- Master’s outside of the POS

## Non-Degree Registration Limits

- These do not apply to CER students
- Please advise them accordingly
CER Progress

Monitoring Progress

• Take classes
• Assign you as (add) advisor
• Program of Study Advisor
• Check “My Advisees”
CER Completion

Completion

• End of semester in which complete last class
• Completion Form
• Old way (memo)
• New way (MAUI)
• Grade Report

MAUI
CER Conferral

Dept Administration

- Completion Form
- Grade Report
- Notify GC of completion
- GC notify dept. of completion

GC Administration

- Students apply for CER with another degree (last semester)
- Administratively apply students (email)
- No charge

MAUI
CER Conferral

- CER printed on the same paper as diploma
- At top gold foil header reading Univ of Iowa
- At bottom (middle) gold foil UI seal
Curricular Updates

- Inform Graduate College
- Gain Approval
- Update Completion Form
- Update Catalogue
- Update Website
- Update “degree audit”
CER Marketing

- On GC Website
  - **Current page**
    - Need website for each CER
    - Under programs/prospective students
  - **Future page**
    - Description of CERs
    - Under current students/PD
    - Redesigned page and content (contact link)

- **At Orientation**