

Grad Certificate Administration



Admitting Certificate Students

Degree Seeking

- No University App
- Dept. Consideration
- Dept. Admission
- GC add POS

Non-Degree (Unclassified)

- [Non-degree \(UI\) App](#)
- Transcript
- App fee \$40
 - Charged when students enroll in a course
- Dept. Consideration
- Dept. Admission
- Grad Admissions add POS

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Nondegree Application for Admission

APPLICATION STATUS

- **NEW APPLICATION**

APPLICATION SECTIONS

- [A. Personal Info](#)
- **[B. ADMISSION INFO](#)**
- [C. Education Info](#)
- [D. Residency Info](#)
- [E. Financial Info](#)
- [F. Certification](#)

- [Verify Application](#)
- [Validate Application](#)

YOU CAN ALSO...

- [Return to summary page](#)
- [Print your application*](#)
- [Change your password](#)
- [Read the instructions](#)
- [Logout](#)

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

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”

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CER Completion

Completion

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

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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

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](#)