

ONLINE **CERTIFICATE GUIDE**

WORLD-CLASS EDUCATION FOR GLOBAL SUCCESS



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WELCOME TO UOFL ONLINE



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As a pioneer in the online education landscape, a research university and innovative powerhouse, UofL creates pathways for modern learners worldwide. No matter your physical location or background, you can advance your education at UofL with quality, career relevant and impactful learning opportunities completely online.

”

- President T. Gerard (Gerry) Bradley

IGNITE YOUR POTENTIAL

Online education is becoming more and more prevalent in our society today, and earning a certificate online from UofL comes with the same weight and recognition as earning it on campus. Our online programs and students are held to the same standards and level of excellence as our campus students.

The University of Louisville offers a broad range of certificates at both the undergraduate and graduate level, 100% online. Earning a certificate is an excellent option for students who want focus on specific skills relevant to a particular field or industry or those who want to pursue higher education but are unsure if they want to make the full commitment to earning a degree. Certificates can enhance your existing skills or help you acquire new ones, making you more competitive in the job market. In addition, many of the credits taken while in a certificate program can later apply towards UofL's online undergraduate or graduate degrees.

UNDERGRADUATE CERTIFICATES - QUICK LINKS

- ▶ [Accounting](#)
- ▶ [Applied Geospatial Technologies](#)
- ▶ [Climate, Equity and Opportunity in the Workplace](#)
- ▶ [Healthcare Leadership](#)
- ▶ [HR Leadership](#)

GRADUATE CERTIFICATES - QUICK LINKS

- ▶ [African American Theatre](#)
- ▶ [AI in Medicine](#)
- ▶ [Autism & Applied Behavior Analysis](#)
- ▶ [Biostatistics](#)
- ▶ [Business of Healthcare](#)
- ▶ [Cybersecurity](#)
- ▶ [Data Science](#)
- ▶ [Distilled Spirits Business](#)
- ▶ [Engineering Logistics](#)
- ▶ [Franchise Management](#)
- ▶ [Healthcare Financial Management](#)
- ▶ [Healthcare Management](#)
- ▶ [Healthcare Quality & Project Management](#)
- ▶ [Healthcare Systems Engineering](#)
- ▶ [Health Professions Education](#)
- ▶ [Horse Racing Industry Business](#)
- ▶ [Managerial Analytics](#)
- ▶ [Organizational Change in Higher Education](#)
- ▶ [Population Health Management](#)
- ▶ [Public Health Training](#)
- ▶ [Six Sigma](#)
- ▶ [Structural Engineering](#)
- ▶ [Teaching English to Speakers of Other Languages](#)
- ▶ [Transportation Engineering](#)

To view the most up-to-date list of all certificates at UofL, [click here](#)

TAKE THE NEXT STEP

ONLINE STUDENT TIPS:
WHY UOFL
ONLINE?



BEFORE YOU APPLY

If you're considering applying for an online program at the University of Louisville, there are several things you should know and do before submitting your application.

1. Explore your options: Visit [our website](#) to choose an online program that interests you.
2. Get connected: Reach out to an online enrollment counselor (online@louisville.edu). They can help determine whether that program meets your needs and fits your goals and aspirations. They can help you review admission requirements and connect you to helpful university resources.
3. Familiarize yourself with the application process: Understand the deadlines and start dates so you can plan to get all your documentation in on time. Make sure you meet the eligibility criteria for your preferred program. This may include transcripts, test scores (if required), letters of recommendation and an essay (if required). An enrollment counselor can assist in determining what you will likely need, depending upon your program of interest and your previous education.
4. Start and complete your application: Start early and gather all the necessary application materials. When ready, submit your application through the [University of Louisville's online portal](#). Follow instructions carefully and provide all required documentation. Submit the application fee or waiver (if applicable).
5. Check your application status: After you submit your application, you can check its status online and look for emails from your admissions contact. The university may require additional documentation or information before making a final decision.



For detailed application and admissions instructions, please reference your intended online program.



CREDIT TRANSFER OPPORTUNITIES

For most online certificate programs, credit transfer opportunities will depend on academic department approval.

We're here to help with any questions or concerns you have about getting started. Reach out today at online@louisville.edu to speak to one of our dedicated enrollment counselors.



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While I had a lot of experience in data analysis and reporting, I lacked the formal training of a Data Scientist. I decided to earn the Data Science certificate because I wanted to learn the most cutting-edge skills. I've always liked working with numbers, and I've always been fascinated by data science—and the more and more I get into it, the more interesting things I want to do.

”

- Adam Rood,
Online Graduate Certificate in Data Science

TUITION

Advancing your education is a life changing decision and planning for the costs of your education is an important consideration. To keep you moving forward, UofL provides opportunities to make your dream a reality.

Tuition for online programs at UofL is the same for in-state and out-of-state students. Regardless of where you live, you benefit from the standard tuition rate.

\$559

UNDERGRADUATE TUITION
PER CREDIT HOUR

\$850

GRADUATE TUITION
PER CREDIT HOUR*

\$250

ACTIVE-DUTY
PER CREDIT HOUR**

***Exception:** Graduate certificates within the College of Business have a tuition rate of \$800 per credit hour.

****Military rate** is available for active-duty, Coast Guard, and qualifying members of the National Guard and Reserve (must be eligible for Title X Federal TA). Exceptions apply to active-duty students enrolled in certain professional programs. Visit our military tuition page to [learn more](#).

Tuition rate does not include costs associated with a specific course or program, such as textbooks. All online courses are assessed a \$10 per credit hour [fee](#) to support initiatives to enhance course quality, student success and access equity. Tuition and fees are subject to change at any time without prior notice.

FEDERAL ACADEMIC ALLIANCE **10%** Tuition Scholarship

The University of Louisville offers all non-military U.S. Federal Government employees a 10% tuition scholarship applied to the current tuition rate for online programs, each academic semester. For a list of qualifying Federal Agencies, visit [Federal Register - Agencies](#).

A UofL education is an excellent investment in your future. For additional information on educational expenses and the Cost of Attendance, please visit the [Student Financial Aid Office](#).

EMPLOYER TUITION ASSISTANCE

Getting financial assistance for your education from your employer can be a great way to reach the finish line. Here are some steps you can take to request financial assistance from your employer:

1. Research your employer's policies on tuition reimbursement or other financial assistance programs. Many employers offer these benefits for employees pursuing advanced or specialized education.
2. Schedule a meeting with your Human Resources (HR) representative to discuss your educational goals and the company's policies regarding tuition/education assistance. Be sure to ask about any specific requirements or deadlines for applying for assistance.
3. Prepare a plan and timeline for starting and completing your online program, including the total cost, and how the program benefits both you and your employer. Be sure to emphasize how your education will help you contribute to your employer's strategic goals.
4. Request assistance following your employer's guidelines. Be sure to include all necessary documentation, such as transcripts or enrollment verification and billing statements..
5. Follow up with your HR representative to ensure that your application has been received and is being processed. Be sure to keep your supervisor and HR representative informed of your progress in the program.

DATE _____

Company Name _____
Company Address _____
City, State, Zip _____

Dear (Supervisor/HR Director/President Name):

I am reaching out to you because I am interested in earning my (name of degree/certificate) at the University of Louisville (UofL). Through this program, I can continue the development of my skills and knowledge, which will allow me to be an effective employee and a better leader within my team, the unit and the company.

I have selected UofL for my advanced education for the following reasons:

1. UofL's program is completely online and allows me to maintain my work schedule and life commitments.
2. UofL's courses are taught by instructors with extensive hands-on experience in the field.
3. UofL's faculty and staff are very supportive and provide all the resources needed for me to be successful as a student and graduate.
4. As a nationally recognized, Tier 1 Research Institution, UofL is well-known for its excellence in academics, driving innovation and influencing change in various fields.

I truly feel that my advanced education could greatly benefit the organization as well as my professional growth, and propel my career with (company name) forward. For that reason, I am reaching out today to solicit your support.

Tuition for UofL courses is (enter current rate) per credit hour*. While full tuition reimbursement would be ideal, I would greatly appreciate the consideration of any alternative arrangements that (company name) may allow.

I am happy to provide any additional information on the program I am pursuing that would aid in the decision-making process. Thank you in advance for your consideration of my request, and I look forward to the opportunity to discuss it with you in more detail.

Sincerely,
Employee Name _____
Title _____
Email _____
Phone _____

*Tuition rate is for current academic year and is subject to change without prior notice.

TUITION ASSISTANCE SAMPLE LETTER

To download a copy of the Tuition Assistance Sample, [click here.](#)

EMBARK ON YOUR JOURNEY

BEFORE ENROLLING AND STARTING CLASSES

Once you are admitted to UofL, you can start preparing to enroll in classes! Here are **10** things you should know:

- 1** | **Admission confirmation:** When you have met all the admissions requirements and are admitted, you will be notified that there is an update to your application. You can expect a welcome letter from the academic program to which you applied.
- 2** | **Admitted student checklist:** You will be guided to complete important checklist items, such as attending online orientation, obtaining access to university technology and systems and connecting with a faculty or program advisor prior to registering for classes.
- 3** | **Technology setup:** Make sure you have the necessary technology to access and participate in your online classes. This includes a reliable computer, high-speed internet and any required software.
- 4** | **Course schedule:** Review the course schedule and deadlines for each of your classes. Make a plan to manage your time effectively and stay on track with your coursework.
- 5** | **Course materials:** Review the required course materials, such as textbooks and online readings, and make sure you have access to them before the start of the class.

According to a study from The Research Institute of America, eLearning increases students' persistence and graduation chances by 25% to 60%.

The Research Institute of America

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Instructor expectations: Review the instructor's expectations for each of your classes. This includes participation requirements, grading policies, assessment types and communication guidelines.

7

Online communication: Online classes rely heavily on communication, so make sure you are comfortable communicating with your instructor and classmates via email, discussion boards and other online platforms.

8

Time management: Online classes require self-discipline and time management skills. Create a schedule and set aside dedicated time each week to complete your coursework and assignments.

9

Support resources: Familiarize yourself with the student support resources available to you, such as tutoring, academic advising and technical support. Reach out to these resources if you need assistance or have questions.

10

Academic integrity: Understand the consequences of academic misconduct. Make sure you are familiar with our policies and guidelines on academic integrity.

(BONUS) Staying connected: Reach out to your faculty, advisor or other student support team members if you encounter any challenges that you cannot readily overcome on your own. There is an entire community of care ready and willing to help you out.



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The HR Leadership certificate prepares and enhances the student's abilities to lead with intention and impact. In an ever-changing workplace, the ability to adapt and grow skillsets is critical for success.

”

- Randy Whetstone Jr.,
BSOLL Program Director

ONLINE **VS** ON-CAMPUS

If you're wondering how online learning differs from traditional classroom learning, here are several ways:

Flexibility: Online learning offers more flexibility than traditional classroom. Online students can typically access course materials and lectures at any time, from anywhere, as long as they have an internet connection. This allows students to create a schedule that works best for them, which is particularly beneficial for working professionals and non-traditional students.

Self-discipline: Learning online requires a higher degree of discipline and self-motivation than traditional classrooms. Students must be able to manage their time effectively and stay on track with their coursework without the structure and accountability of regular in-person class meetings.

Communication and interaction: Online learning typically relies on digital communication tools, such as email, discussion forums, and video conferencing, for student-to-student and student-to-instructor interactions. This can make it easier to communicate but it may also require more effort to build relationships and establish a sense of community.

Other soft skills: Beyond communication skills, developing critical thinking, emotional intelligence, problem solving skills or self-awareness is essential to success in any professional environment.

Course delivery: In online learning, course materials are often delivered through digital platforms or learning management systems (LMS), and may include video lectures, interactive exercises and multimedia resources. This allows for a more varied and engaging learning experience compared to traditional classroom learning.

Assessment and feedback: Online classes typically rely on quality of engagement and learning assessments such as assignments, research papers, quizzes and exams to evaluate student performance. Feedback is usually provided through digital means, such as annotations on written assignments or discussion forum posts. This allows for quick and efficient feedback.

Tip: Take advantage of your professors' regular office hours. This is an opportunity for you to get in-person or online one-on-one interactions.

Synchronous vs Asynchronous Learning

1) Synchronous learning refers to instructors and students meeting at a set time and place (in person or virtually) as a group, for the duration of a course. Students are expected to be in attendance on a specific day and set time, and actively interact with professors or collaborate with each other in real-time.

2) Asynchronous learning refers to students accessing coursework and materials during a time that is most convenient for them. There are no time-specific lectures and students are not bound to be on their computers during a specific time in an asynchronous format. Students have the flexibility to take courses at their own pace, while meeting all assignment and assessment deadlines.

60% of online students prefer to enroll in asynchronous online courses, those they can log into and access at any time.

EducationDynamics, 2023

SOFT SKILLS

Soft skills are non-technical skills that relate to how you interact with other people and are sometimes referred to as cognitive, essential or interpersonal relationship skills. These include:

- ▶ Adaptability
- ▶ Collaboration
- ▶ Communication
- ▶ Creativity
- ▶ Critical Thinking
- ▶ Emotional Intelligence
- ▶ Leadership
- ▶ Motivation
- ▶ Organization
- ▶ Problem Solving
- ▶ Self-discipline
- ▶ Teamwork
- ▶ Time Management
- ▶ And many more...

So, why are soft skills important? Because they tend to be what makes most employees more successful in the workforce. Why? Because at some point or another, most will require you to interact and engage with other people, whether they're your co-workers, clients, employees or partners.



**Take the free quiz to see
where your soft skills stand.**

Hard skills listed on your resume are what will get your foot in the door, but it's your soft skills that can land you your dream career.

TOP 10 TIPS FOR SUCCESS

AS AN ONLINE STUDENT

- 1** | **Establish a study routine:** Create a study plan and routine that works for you, and stick to it. Set aside dedicated time each day and week to complete your coursework and assignments.
- 2** | **Create a dedicated study space:** Set up a dedicated study space that is free from distractions. This will help you stay focused and productive.
- 3** | **Stay organized:** Keep track of deadlines, assignments, and important information by using a planner or digital calendar, notebook or audio recorder.
- 4** | **Set goals:** Set realistic goals for yourself and work towards them. Celebrate your achievements and keep yourself motivated.
- 5** | **Develop time-management skills:** Prioritize your tasks and learn to manage your time effectively. Break larger assignments into smaller, more manageable tasks.



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The Graduate Certificate in Six Sigma was designed to help individuals establish their skills in process improvement all while maximizing their earning potential and helping them to advance their careers.

- Faisal Aqlan,
Program Director, Graduate Certificate
in Six Sigma

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Communicate regularly: Take advantage of the opportunity to communicate with your instructors and ask for help when you need it. Connect with other students, participate in online discussion boards and share ideas, ask questions, and offer support.

7

Use technology: Take advantage of online resources and tools, such as digital textbooks, research databases, and study apps.

8

Practice self-care: Take care of yourself physically and mentally by eating well, getting enough sleep and taking breaks when needed.

9

Stay motivated: Keep yourself motivated by focusing on your long-term goals and reminding yourself of why you chose to pursue your degree or certificate online.

10

Create a support system: of people in your life (family and friends) who understand your goals and are willing, able and ready to provide support along the way. They can help you stay motivated, listen to your challenges and encourage you to keep going.



“

UofL's certificate is designed with a diverse audience in mind and is attractive to academics across disciplines who find themselves in administrative roles, professionals transitioning to higher education from other institutions, those newly learning about higher education, and more. Graduates gain an understanding of how higher education institutions function and how to lead in the unique environment of higher education.

”

- Jessica Buckley,
Professor, Graduate Certificate in Organizational
Change in Higher Education

ONLINE, BUT NEVER ALONE

YOUR SUPPORT TEAM

Online Enrollment Services

Our enrollment counselors guide future students through every step of the decision-making process.

We can help you find the right program, and understand deadlines and admissions requirements.

If you have questions about next steps, no need to schedule an appointment! Our dedicated team is your point of contact for anything you need throughout the application process.

800.871.8635
online@louisville.edu

OUR HISTORY, YOUR BRIGHTER FUTURE

The University of Louisville is a public research university, founded in 1798 as the first city-owned public university in the United States. UofL has been teaching students virtually/online for over 20 years. Our students graduate from UofL with the power to lead transformative lives and the ability to make an impact in both their profession as well as their community.



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Our certificate provides twenty-first century healthcare leaders at the system and organization levels in clinical or administrative roles the bases for more effective analyses and decision making for the population health of communities and markets at large.

”

- Lee Bewley, Program Director,
Graduate Certificate in Healthcare Management



RESOURCES FOR ONLINE STUDENTS

We understand earning a certificate is not just about attending classes online, but also affording our students the resources and tools to make them successful both in the classroom and beyond. Resources for future and current online students, include:

- ▶ **24/7 Access to Online Classes and Lectures**
- ▶ **Center for Military Connected Students**
- ▶ **Counseling Center**
- ▶ **Disability Resource Center**
- ▶ **International Center**
- ▶ **LGBTQ+ Resource Access**
- ▶ **Resources for Online Students**
- ▶ **University Career Center**
- ▶ **Virtual Library Services**
- ▶ **Virtual Writing Center**
- ▶ **Women's Center**

PURSUE YOUR EDUCATION YOUR WAY

We know earning a specialized certificate is no easy task, that is why we will be there for you every step of the way - whatever your path may be. Our extended support team is dedicated to your success and ready to assist whenever you need it, ensuring that earning an online certificate from UofL is meaningful to your future and your career.

CONTACT US

800.871.8635 | online@louisville.edu
2301 S. 3rd St., Belknap Campus, Louisville, KY 40292

UNIVERSITY OF
LOUISVILLE

ONLINE LEARNING

The University of Louisville is an equal-opportunity, affirmative-action institution committed to cultural diversity and compliance with the Americans with Disabilities Act. This publication is available in an [accessible ADA compliant format](#).