

Fact Sheet for Certificate in Developmental Disabilities Online Delivery

The Certificate in Developmental Disabilities offered via distance learning is a post-baccalaureate certificate for anyone with a bachelors degree. Certificate courses will be available beginning in the Spring, 2009 semester.

APPLICATION:

Students who already are or will be enrolled in a degree program, or those who simply apply for Postbaccalaureate (non-degree) status in order to complete the certificate, are eligible to apply for admission.

You must apply for admission to the Graduate School. The application materials for the Graduate School are available online at:

<https://www.iris.uky.edu/AdmissionsApp/gradform.aspx> You will be applying for "postbaccalaureate" status, which means that you are not working towards a master's degree from the University of Kentucky. It also simplifies the application process: you only have to prove that you are a college graduate. You only need to submit one transcript, and GRE scores are not needed.

After you set up your temporary account, you will proceed to the application form. In the first part you supply contact information and a little bit of your educational history. For the purposes of this application, you need only describe your undergraduate institution. The second part concerns the program to which you are applying. Here is a photograph of the form with the correct boxes checked for the postbaccalaureate status:

Admission Information	
Academic Term *	Acad Year ,XXXX - ,XXXX Semester XXXXXXXX
Application Category *	ND New Non-degree Student
Program of Study *	<input type="text" value="-- Search Program of Study"/> <input type="button" value="GO!"/>
	Post-baccalaureate -> Post-baccalaureate- Non-degree (POBA)
Special Programs	--SELECT--
Coop University	--SELECT--
Distance Learning Cohort	Distance Learning-Other

In addition to submitting the form, you need to submit (by mail) an undergraduate transcript (which does not need to be official -- it can be a photocopy). If you were an undergraduate at the University of Kentucky, you don't need the transcript at all. Send the transcript to

Cyndy Clark ATT:POBA
 Graduate School Admissions
 University of Kentucky
 Lexington, KY 40506-0033

All NEW graduate applicants are required to pay a \$35 fee at the time of application. Requests for admission to the Graduate School as post-baccalaureate students are taken during telephone or walk-in registration. Post-baccalaureate applicants are required to submit a Bachelor's degree transcript showing an awarded degree with a minimum undergraduate grade point average of 2.5 (photocopies are acceptable).

Applying with the Human Development Institute

You must apply as a Certificate student with the Human Development Institute at the University of Kentucky. Doing so is simple – complete the one page application form available at: and attach it to an email to Christina Espinosa at ctespinosa@uky.edu. In the email, indicate why you are interested in the Certificate and of your intention to apply with the Graduate School. Christina will also be able to help you with questions about specific classes and schedules.

Registration

University of Kentucky Distance Learning Programs offers a variety of convenient registration

opportunities to students who wish to enroll in distance learning classes. Priority registration allows most currently enrolled students to register for the upcoming semester using UK-VIP, mail or fax. New students should call the Distance Learning Technology Center prior to the beginning of the semester. Registration/admission forms and guidelines will be mailed to prospective students. In Lexington call (859) 257-3377. Outside the Lexington area, call our toll-free number 1-800-828-0439, option 6 for Distance Learning.

Students currently enrolled at the University of Kentucky can request a course registration.

The Graduate Tuition rate charged is the same for in and out of state residents.

There is a \$10/credit hour fee for Distance Learning courses.

Still Have Questions?

Contact Christina Espinosa, HDI's Coordinator of Distance Learning, at 859.257.7225.