



CERTIFICATE PROGRAM POLICIES AND PROCEDURES

Certificate Programs provide educational opportunities for those seeking a comprehensive course of study on a part-time basis that can enhance their personal growth and build professional skills. The Ringling College of Art and Design currently offers SIX Certificate Programs of study in visual art and design:

1. Art and Healing (Nurses and therapists may earn CEUs.)
2. Botanical Art and Illustration
3. General Studies in Fine Arts
4. General Studies in Photography
5. Interior Concepts
6. Digital Graphics

Certificates are earned through enrollment in a series of required and elective courses. Certificate courses are non-credit and are not transferable to an academic degree program. Required, sequential courses provide students with a necessary base for the certificate study. The elective courses provide the opportunity to expand skills and/or focus on a specialized area of interest.

CERTIFICATE ADMISSION REQUIREMENTS

Ringling College's Certificate Programs have an open admission policy. Candidates must (1) submit an application (2) and a 100-word description of their certificate goals. This statement helps confirm that a candidate's goals are realistically attainable and suited to the program. (3) Art and Healing Certificate Program candidates must also include a brief résumé. And finally, (4) candidates complete a course registration to enroll in the required and/or elective certificate courses. Drawing experience is NOT a prerequisite to becoming a certificate student.

Students may request a transfer from one certificate program to another by completing 1.) a new application, (2) a new written statement of goals and (3) a \$50 transfer registration status fee. This policy also applies to those transferring to or from any Combined Certificate program.

WHO SHOULD BECOME A CERTIFICATE STUDENT?

- You are considering a new career, re-entering the workplace, or updating your professional skills. You want to enhance your professional skills. You want to be able to show potential employers and/or clients your creative, technical and problem-solving abilities through your portfolio and training record.
- You have always been artistic but have little if any formal training. You want to pursue your passion in a logical progression with professional guidance.
- You have studied art before, but want to achieve a higher level of success. You know you need to study with a professional and you may want to revisit the basics of visual art and design. Maybe you are frustrated and striving for a means to achieve a greater level of personal satisfaction.
- You work or have other family responsibilities and can't study full time, or you already have a college degree, but you want to pursue an alternate course of study.
- You are in high school and are considering pursuing a career in art or design. You want a program that will provide you with the opportunity to hone your skills, build a good admissions portfolio, and document your commitment.

If any of these sound familiar, then you should consider pursuing a certificate in visual art or design. Certificate programs are not the same as degree programs. These programs address the professional training needs of students, any of whom may have college or professional experience and are seeking to enhance or upgrade their skills, re-enter the job market, or make a career change. They also provide a focused program of study for those seeking greater personal growth in the visual arts.

CERTIFICATE COMPLETION REQUIREMENTS

Each certificate curriculum includes required sequential classes and elective choices. To determine whether a course meets your certificate's requirements, simply check the Certificate Course Code Key listed beside course tuition fees in the current catalog. To ensure enrolling in courses in the proper sequence, students should take care that they have fulfilled all the certificate prerequisites when enrolling in REQUIRED certificate courses. (Refer to Certificate Program Curricula.) Students are responsible for selecting classes within the certificate parameters. Students must attain a Satisfactory evaluation and maintain good attendance in order to apply the course toward the certificate. Certificates may generally be completed in two to four years.

Please note: ALL students must apply for their certificate during their final semester of coursework by submitting the *Application for Award of Certificate* form. A final portfolio and project review is required for the Botanical Art and Illustration Certificate. A final review is also required for the Art and Healing Certificate. Final reviews require a separate enrollment. Please consult with your academic advisor at the time of registration to be certain that you have fulfilled all your requirements.

CERTIFICATE COURSE CODE KEY:

- A** *Art and Healing*
- B** *Botanical Art and Illustration*
- F** *General Studies in Fine Arts*
- G** *Digital Graphics*
- I** *Interior Concepts*
- P** *General Studies in Photography*

R = REQUIRED E = Elective
e.g., "AR" = Art and Healing Required
 "AE" = Art and Healing Elective

CERTIFICATE PROGRAM FACULTY

The distinguished faculty includes renowned professionals, working artists and experienced teachers, many from the Ringling College degree program, who emphasize the acquisition of real-life, practical skills and essential design concepts. Using problem-solving exercises, demonstrations, critiques, and others methods, instructors provide individualized attention and foster active participation for effective learning in a studio setting.

TUITION AND FEES

At the time of registration, students must specify which classes apply toward a certificate by indicating the corresponding Certificate Course Key Code (see above). A \$25 administrative fee is assessed per certificate course. Certificate status may not be added after the third class meeting (or after 1/3 of the class sessions in the case of courses running less than the full 10-week term.)

Students are always welcome to sign up for classes outside those that fulfill a certificate requirement. For example, you may want to retake a favorite course or try something new outside your field of study. In such cases, you simply enroll stating you are taking the course for personal enrichment or interest.

CERTIFICATE PROGRAM PROGRESS REPORT

At the end of each semester in which you are enrolled in a course for certificate credit, you will receive your course evaluation (Satisfactory or Unsatisfactory) as part of an accumulated Certificate Progress Report. This comprehensive report will list separately your REQUIRED and ELECTIVE courses with the evaluation achieved as well as any courses you have taken outside of the certificate program.

STILL IN DOUBT ABOUT BECOMING A CERTIFICATE STUDENT?

Contact us at:

RINGLING COLLEGE OF ART AND DESIGN
Continuing Studies and Special Programs
2700 North Tamiami Trail
Sarasota, FL 34234
941.955.8866; fax: 941.955.8801
cssp@ringling.edu

Ringling College of Art and Design

Continuing Studies and Special Programs • www.ringling.edu/cssp • 941.955.8866 • cssp@ringling.edu

CERTIFICATE PROGRAM POLICIES AND PROCEDURES

4/15/2008