



## Continuing Studies and Special Programs

### **CERTIFICATE PROGRAMS POLICIES AND PROCEDURES**

Certificate Programs of Study provide educational opportunities for building professional skills and personal growth through a directed course of study. Each program provides an opportunity to focus on a specialized area of interest on a part-time basis. Ringling College of Art and Design currently offers the following certificate programs:

- **Book Arts**
- **General Studies in Fine Arts**
- **General Studies in Photography**
- **Interior Concepts**
- **Digital Graphics**

Certificates are earned through enrollment in prescribed sequential courses. Required courses provide the necessary base of study in a field. Elective courses provide the opportunity to expand the skill base in particular areas of interest.

These affordable programs address training needs of students who 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 courses are non-credit and are not transferable to an academic degree program.

#### **COMBINING CERTIFICATES**

Candidates may choose to earn more than one certificate simultaneously. The selection of Combined Certificate must also be indicated on the "Certificate Program Application" form.

#### **ADMISSION POLICY**

Certificate Programs have an open admission policy and do not require a portfolio. Continuing Studies and Special Programs (CSSP) administers these programs. (Please note that the College's degree program courses are not open to Continuing Studies students.)

#### **APPLICATION PROCEDURE**

- Submit completed application form to CSSP.
- Include a 100-word goal statement, which helps confirm that a candidate's goals are realistically attainable, and suited to the program.

Certificate Program start dates are individualized, depending on when a candidate applies to be a certificate student. We recommend that students apply prior to the start of the fall, spring or summer terms.

#### **APPLYING FOR CERTIFICATE STATUS AFTER CLASS CONVENES**

Students may apply for certificate status after a term convenes, but they must apply within the first third of class sessions (e.g., by the third class if the course meets for 10 sessions).

#### **APPLICATION APPROVAL**

Candidates will be notified of application status *by email* within two weeks after receipt of the application.

#### **CERTIFICATE PROGRAM TRACK CHANGE**

Certificate students may request a transfer from one certificate program to another by completing the following:

- Submit a new application.
- Include a new statement of goals.
- Submit a \$50 transfer registration fee.

This policy also applies to those transferring to or from any Combined Certificate program.

#### **TUITION AND CERTIFICATE FEES**

Tuition is paid at time of each course registration.

A \$25 administrative certificate fee is assessed for each certificate course at the time of registration.

## REGISTRATION PROCEDURES

Each certificate program curriculum includes progressive required courses and elective choices. Students must adhere to certificate prerequisites and take required courses in the listed sequence. (Refer to Certificate Programs Curricula for details.)

Elective courses may be taken at random. *All adult Continuing Studies courses are eligible electives for each of the Certificate Programs.*

Students are responsible for selecting classes within the Certificate Program parameters. To identify required certificate courses each term, refer to the current course listing on the web site [www.ringling.edu/CSSP](http://www.ringling.edu/CSSP). Certificate codes for required courses are listed at the end of each course description.

## CERTIFICATE PROGRAMS OF STUDY CODE KEY

Students must indicate a certificate code as described below for each required and elective course at the time of registration.

BK	Book Arts
F	General Studies in Fine Arts
P	General Studies in Photography
I	Interior Concepts
G	Digital Graphics

R = Required    E = Elective    For example:  
FR = Fine Arts Required  
FE = Fine Arts Elective

Students may sign up for classes outside the Certificate Program curriculum. Please make sure to indicate when registering that the course is not for certificate credit.

## PERFORMANCE EVALUATION

- Students must maintain the minimum required attendance in all certificate classes.
- Students must earn a Satisfactory (S) in order to apply a course toward their certificate.
- Required courses that receive an Unsatisfactory (U) must be retaken.

## CERTIFICATE PROGRAM PROGRESS REPORT

A Certificate Program Progress Report lists a student's required and elective course registrations with corresponding performance evaluations. Any courses taken outside of the certificate programs are also included in the report for informational purposes only.

These reports are generated at the end of each term for students *currently enrolled* in a course for certificate credit.

The Certificate Program Progress Report is the certificate student's tool for keeping track of courses that meet the program's requirements toward completion.

## CERTIFICATE COMPLETION TIMELINE

Certificates may be completed in two to four years.

## CERTIFICATE COMPLETION PROCEDURE

- Maintain a record of coursework progress.
- Request or download an "Application for Award of Certificate" form from the website. Submit the completed form *during the final term of coursework*.
- Upon receipt of completed "Application for Award of Certificate," the certificate administrator will advise if there are any discrepancies.

## CERTIFICATE PROGRAM FACULTY

Our courses and workshops are taught by professional artists, designers and experienced educators. Many are faculty members within the degree program at Ringling College of Art and Design. All instructors are passionate about helping students discover and develop their creative potential, whether for self-enrichment or practical career building. The state-of-the-art facilities at Ringling College's beautiful campus are just north of downtown Sarasota.



Continuing Studies and Special Programs

**CERTIFICATE PROGRAMS CURRICULA**

**CERTIFICATE PROGRAMS OF STUDY CODE KEY**

- BK** Book Arts
- F** General Studies in Fine Arts
- P** General Studies in Photography
- I** Interior Concepts
- G** Digital Graphics

*Certificate codes for required courses are listed at the end of each course description in the course listing.*

**GENERAL STUDIES IN FINE ARTS** 270 Total Contact Hours

**Required Courses:** 220 Contact Hours

<b>COURSE CODE</b>	<b>SUBJECT</b>	<b>CONTACT HOURS</b>
DS105	Design Fundamentals*	25
DR101	Drawing Fundamentals	25
DRF203	Figure Drawing	25
	• Prerequisite: DR101	
	Painting	50
	• Prerequisites: DS105, DR101, DRF203	
	Printmaking	25
	• Prerequisites: DS105, DR101, DRF203	
	Sculpture	30
	• Prerequisites: DS105, DR101, DRF203	
	Art History	15
	Business in Art & Design (course codes starting with AS apply)	25

**Elective Courses:** 50 Contact Hours

*All adult Continuing Studies courses are eligible electives.*

**GENERAL STUDIES IN PHOTOGRAPHY** 220 Total Contact Hours

**Required Courses:** 170 Contact Hours

<b>COURSE CODE</b>	<b>SUBJECT</b>	<b>CONTACT HOURS</b>
DS105	Design Fundamentals*	25
PH405	Digital Photography	30
CG109	Photoshop I	30
	• Prerequisites: DS105, CG101 (or familiarity with the Macintosh platform)	
	Additional Photography Studies	60
	Business in Art & Design (course codes starting with AS apply)	25

**Elective Courses:** 50 Contact Hours

*All adult Continuing Studies courses are eligible electives.*

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\* DS105 Design Fundamentals is essential to develop a visual foundation and is recommended during the first term of certificate studies.

**INTERIOR CONCEPTS**

225 Total Contact Hours

**Required Courses:** 185 Contact Hours

<b>COURSE CODE</b>	<b>SUBJECT</b>	<b>CONTACT HOURS</b>
DS105	Design Fundamentals*	25
IC110	AutoCAD I	30
IC101	Interior Design I	25
IC201	Interior Design II	25
	• Prerequisites: IC101, IC110	
IC210	AutoCAD II	30
	• Prerequisites: IC110	
IC335	Interior Design III	25
	• Prerequisite: IC201	
	Business in Art & Design (course codes starting with AS apply)	25

**Elective Courses:** 40 Contact Hours*All adult Continuing Studies courses are eligible electives.***BOOK ARTS**

250 Total Contact Hours

**Required Courses:** 200 Contact Hours

<b>COURSE CODE</b>	<b>SUBJECT</b>	<b>CONTACT HOURS</b>
BK105	Intro to Book Forms	15
BK110	Book Forms II	15
CGW110	Meet the Adobe Suite	20
DS105	Design Fundamentals*	25
DR101	Drawing Fundamentals	25
PR130	Printmaking	25
LTP150	Letterpress	30
	Artists' Books	30
	Art History	15

**Elective Courses:** 50 Contact Hours*All adult Continuing Studies courses are eligible electives.***DIGITAL GRAPHICS**

250 Total Contact Hours

**Required Courses:** 200 Contact Hours

<b>COURSE CODE</b>	<b>SUBJECT</b>	<b>CONTACT HOURS</b>
DS105	Design Fundamentals*	25
CG109	Photoshop I	30
	• Prerequisite: DS105	
CG129	Photoshop II	30
	• Prerequisite: CG109	
CG115	Digital Design	30
	Additional Digital Graphic Studies (CG or CGW)	60
	Business in Art & Design (course codes starting with AS apply)	25

**Elective Courses:** 50 Contact Hours*All adult Continuing Studies courses are eligible electives.***COMBINED CERTIFICATES**

Certificates can be combined. Students enrolling in more than one Certificate Program of study must satisfy a combined total of 55 elective hours. All common required courses are shared contact hours.

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\* DS105 Design Fundamentals is essential to develop a visual foundation and is recommended during the first term of certificate studies.



**Ringling College  
of Art + Design**

**Continuing Studies and Special Programs**

**CERTIFICATE PROGRAM APPLICATION**

Please mark your Certificate Program of choice:

- Book Arts**
- Digital Graphics**
- General Studies in Fine Arts**
- General Studies in Photography**
- Interior Concepts**
- Combined Certificate (Indicate which Certificate Programs)**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Education:  High School  Some College  Bachelor's Degree and Field of Study: \_\_\_\_\_

Grad School: Master's \_\_\_\_\_  Other (specify) \_\_\_\_\_

**Application Requirements: (Please initial below.)**

**My 100-word statement of certificate goals is attached to this application.**

**I make this application with the understanding that: (Please check your agreement.)**

- I have read and understand that I must comply with the policies and procedures of the Certificate Program.
- I understand that I must earn a course evaluation of "Satisfactory" (S) and maintain required attendance before a course will apply toward my certificate.
- I understand that a \$25 certificate fee is applied to *each course* taken toward earning a certificate.
- I understand that a Certificate Program may take two to four years to complete.
- I understand that certificate courses are non-credit and are not transferable to an academic degree program or professional license.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<p><b>For office use only:</b>  <b>Reviewed by:</b> _____  <b>Date:</b> _____</p>
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