Frequently Asked Questions

Q. Can I take courses without officially entering the program as a degree-seeking student?
A. Yes, you can take courses as a non-matriculated student. Step-by-step directions on how to do this can be found here. Please note that only 10 non-matriculated credits can be applied to the MSCTR programs. If you have less than 2/3 credits post-matriculation, you will be required to continue taking credits until meeting the terms of this Graduate College rule. *Please note: Non-matriculated students cannot earn Mentored Research credits (ENV-7091 or ENV-8091).*

Q. How do I register for courses before I am officially accepted into the program?
A. If you want to take courses before you are officially accepted, you should register as a non-matriculated student. Step-by-step directions can be found on the registrar's Basic Data Form page. Please note that the Graduate College will only accept 1/3 of the degree requirements upon matriculating into the chosen degree program. This means that you can only transfer up to 10 credits to the MSCTR program from your non-matriculated status. We encourage you to apply as early as possible before nearing the limit.

Q. Can I take courses online?
A. We currently offer several classes online throughout the year. Please review to the curriculum sheet or contact the Graduate Studies Office at ehgrad@uc.edu with questions. We continue to revise and adapt courses to online learning as necessary, but there are components of our programs that are required to be in-person.

Q. I missed the application deadline listed on the Graduate College website. Can I still apply?
A. The Certificate and the MS-CTR programs review applications on a rolling basis throughout the year, so you can apply at any time following the next semester's deadline. For the MS program, you can take up to 10 credits as a non-matriculated student; for the Certificate, you can take up to 4 credits as a non-matriculated student. Non-matriculated credits will transfer in pending program director review, as long as you are officially accepted.

Q. Do you require English Proficiency for International Students?
A. Please refer to the Graduate College English Proficiency Requirements for further information regarding approved tests, scores, and waiver options.

Q. Which transcripts are required for the application?
A. Applicants are required to submit transcripts from all prior institutions where you received a degree, including any current or incomplete degrees. If you received a degree from a US institution, you only need to upload an unofficial transcript to your application for admission consideration. If you are an international student, you are required to submit a NACES transcript evaluation with your application to be considered for admission to this program. Please review the Graduate College Policy on Transcript Submission for further information.

Q. How much does the program cost?
A. Tuition and fees are managed by the UC Bursar's Office. You can view the current fee structure on their site. Individuals enrolling in the Graduate Certificate Distance Learning program have their own tuition rate and fees listed for them. All other CTR programs are considered College of Medicine Standard Programs.

Q. How many credits are required for graduation?
A. To graduate from the MSCTR programs, students must complete 30 credits total (including 2 hours of thesis research for the MSCTR-PI track, and 2 hours of thesis research or capstone project for the MSCTR-CRP track). To graduate from the Certificate program, students must complete 12 credit hours.

Q. What are the CTR Graduate Certificate requirements?
A. Students are required to complete 12 credit hours. You will need to formally apply to graduate to be awarded the certificate. A sample curriculum is available to view on our eCurriculum page.

Q. What are the MSCTR requirements?
A. Here is the sample curriculum for the PI Track. You can also view the sample curriculum for the CRP Track.

Q. Where can I find the class call numbers I need for registration?
A. The Graduate Studies Office will circulate a department course schedule every term around the time of course registration. You can contact ehgrad@uc.edu if you did not receive this file. You can alternatively go to UC's Enrollment Services page, and click on "Search For Classes," then "View Class Offerings." Choose the term, college, and discipline in which you are interested, and you should see information on all the classes currently offered, including course number, call number, and number of credits. Additionally, you can utilize the UC Course Catalog.

Q. Can I complete the Graduate Certificate in CTR online?
A. Yes, the graduate certificate can be completed entirely online in Summer term only. Not all CTR classes are offered online throughout the academic year. In general, one or two online classes are offered in the Fall and Spring semesters. Students are welcome to take a mix of both online and in-seat classes to best fit their schedule, interests, and timeline for completion.

Q. How do online classes work?
A. All online classes are housed on Canvas, UC's online learning management system. Students should log in to Canvas using their UC central log in (6+2) and check their course sites daily for course announcements, assignments, and other postings. Most online classes are made up of a series of modules and lectures with accompanying PowerPoints, audio, and/or video. Please note whether your online course is 1. Asynchronous (no set meeting pattern, 100% virtual) 2. Synchronous (100% virtual, set meeting pattern) 3. Partial Distance Learning (Hybrid, between 26-74% distance learning) or 4. Mostly Distance Learning (Hybrid, greater than 75% distance learning).

Q. Can my independent research count toward the Graduate Certificate in CTR?
A. Yes, some students may be eligible to register for up to 2 credit hours of mentored research, which will count toward their Certificate electives. The mentored research course requires students to submit a pre-approval form before registering and a verification form at the end of the semester. Mentored research projects must be supervised by the student's research advisor and approved by the student's academic advisor.

Q. What is the Summer term?
A. Our summer term is held during the second half session (Session E) in which students can complete all required 10 credit hours of the Certificate entirely online. This is an intensive 6-week session that

covers 14-15 weeks of material, so we recommend that you do not have any other clinical requirements during this time.

Q. Do I have to complete the CTR Graduate Certificate in one semester?
A. No, students are welcome to sign up for as few or as many classes as they can accommodate each semester.

Q. How do I set up bill payment for my employer-sponsored aid or tuition remission benefit?
A. Students whose fellowship programs or employers are paying their tuition or who are eligible for tuition remission can contact the Bursar's Office at bursar@uc.edu or visit the [Bursar's website](#) to set up a payment plan.

Q. How do I apply to graduate?
A. Students should first complete their Graduation Checklist which can be found on the [Graduate College's Graduation](#) page. Instructions on how to complete the graduation application can be found on the [Registrar's](#) or the [Graduate College's](#) graduation page. At the end of the term, applications will be reviewed and if approved, the Certificate will show up on the students' official UC transcripts. Students can request transcripts on the [Transcript ordering](#) page. Diplomas and certificates can be ordered through the [Diploma](#) page.

Q. Can I transfer credits to the CTR Training programs?
A. Yes it is possible, according to the [Advanced Standing policy](#) set forth by the UC Graduate College. Please refer to the Credit Hours section under Academic Policies for MSCTR and Certificate Programs.