



Welcome

The **Graduate Certificate in Educational Technology** is a program for any post-baccalaureate graduate seeking to learn more about integrating technology into teaching or training. This graduate certificate program provides students with essential technology skills, including design and curriculum integration techniques for multimedia presentations, web pages, databases, spreadsheets, instructional software, digital video/audio editing, desktop publishing and more. This graduate certificate program enhances the experiences of educators or business/Information Technology trainers in incorporating technology into instruction and assisting students/employees in their use of technology. This certificate will be listed on the student's transcript upon completion of the program. One-hundred percent of the program is online.

Studying Online

Online classes require self-discipline and motivation, especially since you do not have a specific time and place established for class meetings. Familiarizing yourself with what's required of an online student and the many tools available to support online learners is key!

The Orientation for Online Learners provides guest access to Blackboard, along with helpful information ranging from pre-enrollment through registration. It is designed to walk you through the different processes involved with admissions, financial aid, advising and registration. The Student Resource Portal provides one-click access to academic support and student resources across campus. The link to each area is provided below:

Orientation for Online Learners: www.wku.edu/online/orientation

Student Resource Portal: www.wku.edu/online/srp

In addition to online support, which is accessible in these areas, there is also a team of distance learning professionals available to answer questions, listen to your concerns and provide solutions. You can reach us at learn.online@wku.edu.

Admission Requirements

Applicants to the graduate certificate program **first need to be admitted to The Graduate School** by completing the online graduate application at www.wku.edu/graduate. (**NOTE:** Select "Apply First Time Graduate & Transfer" if you have not taken graduate courses at WKU before. Select "Apply for Graduate Readmission" if you have previously taken WKU graduate courses or are currently enrolled in graduate courses at WKU.)

Once you have submitted the online application, mail any required supporting materials to:

**Western Kentucky University
The Graduate School
1906 College Heights Blvd. #11010
Bowling Green, KY 42101-1010**

Questions? Contact The Graduate School by email at graduate.school@wku.edu or by phone at (270) 745-2446. Approximately 10-14 days after all required admission documents have been submitted, you should receive a letter from the WKU Graduate School indicating your admission status.

Please note the following:

- To be eligible for any type of financial aid you must be admitted in good standing to a degree/certificate program.
- **Current Master's Degree Students:** If you are currently pursuing a master's program at WKU and wish to add the certificate as an additional credential follow the steps below:
 - Apply online as a readmit student at www.wku.edu/graduate.
 - **Email The Graduate School** at graduate.school@wku.edu to notify them that you are adding the certificate as a second program of study and wish to keep your master's program listed as your primary program of study. *While we understand that this is an extra step, we strongly recommend it, as it will help prevent any miscommunication regarding your primary program of study vs. your newly filed application.*

Certificate Program Requirements

Twelve Semester Hours of Coursework is required, including the following:

Core Requirements (6 credit hours/2courses)

- LME 535 Survey of Educational Technology Practices
- LME 537 Principles of Educational Technology Applications (Prerequisite: LME 535)

Restricted Electives – select two courses from the following:

- LME 545 Educational Technology Production (Prerequisite: LME 537)
- LME 550 Emerging Technology in Education (Prerequisite: LME 535)
- LME 547 Integration of Educational Technology (Prerequisite: LME 537)
- LME 737: Educational Technology Leadership

Financial Aid

Eligibility

Financial Aid includes grants and loans for educational purposes. The government requires the student to file a form online to the government agency for this purpose which is called FAFSA at www.fafsa.ed.gov to apply. Once that form is completed and filed, the student will receive an email from WKU about the status. All financial aid

comes through the WKU Student Financial Aid office and they communicate mostly through email. The email will explain all the grants and/or loans that are available to the student and how to receive the money.

Nearly all students are eligible for some form of financial assistance. In fact, over 90% of the students who applied for financial aid in recent years received an award offer. Every effort is made to assist you and your family in obtaining the resources necessary to meet the difference between the total cost of attending Western Kentucky University and your ability to contribute toward your education.

If you would like to apply for financial assistance (loans, grants, scholarships, veteran's benefits) the first step is to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Please refer to the Financial Aid Guide for additional information and complete instructions.

Please keep in mind, you must maintain satisfactory academic progress to continue to qualify for financial aid. For additional information on receiving, and keeping your financial aid, please refer to the WKU Financial Aid website to review the complete policy on Satisfactory Academic Progress at <http://www.wku.edu/financialaid/sap.php>.

Helpful Resources

- Orientation for Online Learners: www.wku.edu/online/orientation
- The Student Resource Portal: www.wku.edu/online/srp
- The WKU Graduate School: www.wku.edu/graduate

Financial Aid and Scholarship Information

- WKU Financial Aid Information: <http://www.wku.edu/financialaid/>
- Guide to Financial Aid: <http://www.finaid.org>
- Student Aid: Types of aid, who qualifies and how to apply: <https://studentaid.ed.gov>

Career Resources and Average Salary Information

Resources to aid in finding a major right for you, as well as the most current information regarding average salary, job outlook and the most common positions within the field, may be found on the websites below:

- Find Occupations, Salary Information and Job Outlook: <http://www.onetonline.org/find/career>
- Identifying A Career Based on Personal Interests: <https://bigfuture.collegeboard.org/explore-careers>
- Choosing a Graduate Degree: <http://www.onlinemastersprograms.org/>

Contact Information

WKU Online Support: Carol Taylor

Email: learn.online@wku.edu

Phone: (270) 745-5173

Toll-Free: (888) 4WKUWEB / (888) 495-8932