



## Human Resource Management Undergraduate Certificate

### Welcome

The **Human Resource Certificate** in the Business Division meets students' needs by providing the necessary skills for entry-level Human Resources professionals. This program allows students to complete a series of courses with an emphasis in management of Human Resources during the evenings and 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!

Distance Learning 101 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:

**Distance Learning 101:** [www.wku.edu/online/dl101/](http://www.wku.edu/online/dl101/)

**Student Resource Portal:** [www.wku.edu/online/srp](http://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](mailto:learn.online@wku.edu).

### Admission Requirements

#### *Current WKU Students*

- [Download this program form](#) and submit to advisor

#### *New Students*

**Minimum requirements for acceptance into an undergraduate certificate program are:**

- High School Diploma or Equivalent
- Application and Fee: Students seeking a certificate program must submit an online application with Undergraduate Admissions. The completed form must be submitted along with a one-time application fee of \$45.00 (non-refundable).
- Transcript Record: Graduates/Transfers of accredited institutions other than WKU must submit an official transcript from that institution.

## Admission Process for New Students

Starting your certificate program can be completed by following the steps below. **Please note:** These steps should be completed **ONLY** by those who wish to earn the certificate as a stand-alone credential. If you plan to earn an associate degree or bachelor's, please follow the application process for that degree and [submit the certificate program form to your advisor](#).

- [Apply for admission](#)
- Submit Required Materials:
  - Beginning Freshmen: An *official* high school transcript (no faxed transcripts accepted) *and* ACT or SAT scores. Students over the age of 21 may substitute the ACCUPLACER for ACT/SAT.
  - Transfer Students: Send your official transcripts from each college attended to [Undergraduate Admissions](#). You may request electronic transcripts through the [National Student Clearinghouse](#). This speeds up the admissions process considerably. If your school is not listed with the Clearinghouse, please contact them directly to see if they have another process in place for electronic submissions or request that an official copy be sent by mail. Transfer students with fewer than 24 semester hours of college credit earned, must also submit high school transcript and ACT or SAT scores.

### To apply to WKU and earn the Human Resource Certificate:

Complete the WKU Domestic and International Undergraduate Application Under Planned Course of Study Section, if you are not enrolling in any other program, choose:

1. Category of Study >>> **Certificate**
2. Planned Course of Study >>> **Human Resource Certificate**
3. Primary Location >>> **Web (online)**

### Admission Application Deadlines:

Kentucky and Out-of-State Residents

- Fall Semester: August 1
- Spring Semester: January 1
- Summer Term: May 1

International Students

- Fall Semester: April 1
- Spring Semester: September 1
- Summer Term: March 1

**Please note:** Deadlines are often flexible, depending on the program of study. If you are considering applying after the suggested deadline, we encourage you to check with the appropriate academic department or call 270-745-5173.

### Certificate Program Requirements

This certificate requires a minimum of 22 credit hours and may be earned as part of your undergraduate degree or as a stand-alone credential.

**Please note:** WKU students who would like to add this credential to their current program of study must fill out a certificate form: [http://www.wku.edu/registrar/documents/undergrad\\_certificate\\_form.pdf](http://www.wku.edu/registrar/documents/undergrad_certificate_form.pdf).

## REQUIRED COURSES:

- BUS 102C - Intro to Ethical Issues in Business - 3 hours
- BUS 210C or BUS 248C - Organization and Management or Supervisory Management - 3 hours
- BUS 257C - Management of Human Resources - 3 hours
- BUS 270C - Labor Relations Management - 3 hours
- BUS 245C - Intro to Managing Diversity in the Workplace - 3 hours
- MGMT 200C - Legal Environment of Business - 3 hours
- BUS 244C - Intro to Human Resources Information Systems - 2 hours
- BUS 249C - Employee Benefits Programs - 2 hours

## 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](http://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.

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](http://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>.

**Students seeking an undergraduate certificate as a stand-alone credential, should note the following:** Federal financial aid regulations state that an undergraduate certificate must require a minimum of 16 credit hours to be financial aid eligible. This rule applies only to those who are seeking the certificate without any other degree on file. Those who are seeking an associate's or bachelor's degree will remain fully eligible.

## Financial Aid and Scholarship Resources

- WKU Scholarship Information, including scholarships for transfer students: <http://www.wku.edu/scholarship/>
- 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>
- Scholarships: How to find them, how to apply, types of scholarships: <https://studentaid.ed.gov/types/grants-scholarships/finding-scholarships>

- Top 5 Scholarship Search Tools: <http://www.usnews.com/education/blogs/the-scholarship-coach/2011/01/20/compare-5-top-scholarship-search-engines>

### **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>
- Major and Career Search: <https://bigfuture.collegeboard.org/majors-careers>
- Identifying A Career Based on Personal Interests: <https://bigfuture.collegeboard.org/explore-careers>
- What Can I do with this major: <http://www.wku.edu/career/wcidwtmajor.php>

### **Contact Information**

**WKU Online Support:** Nikki Roof

**Email:** [learn.online@wku.edu](mailto:learn.online@wku.edu)

**Phone:** (270) 745-5173

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