Workflow for Processing Certificates

Introducing the New Certificate Plan Codes for Improved Processing and Management of Certificates at Central Washington University.
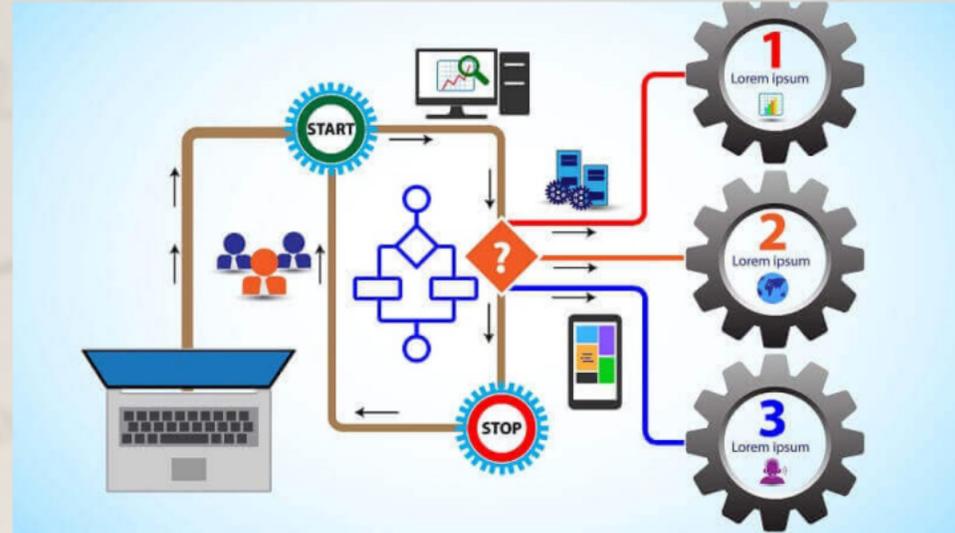
Introduction to the NEW Certificate Workflow

Understanding the certificate workflow is vital for seamless management of student records and academic achievements for students and certificate programs.

Purpose of the Workflow

The purpose of the certificate workflow is to ensure that students' academic achievements are accurately recorded and recognized. This systematic process enhances organizational efficiency, supports the registrar's verification duties, and provides clarity for both students and academic departments.

Overview of the Certificate Process

The certificate is designed to validate specific competencies that students gain through coursework at CWU. This initiative not only aids career advancement but also allows for recognition on the CWU official transcripts, ensuring that students receive acknowledgment for their efforts and accomplishments

Adding The Certificate Program Code

Effective management of certificate program codes is crucial for maintaining student records and ensuring timely processing.
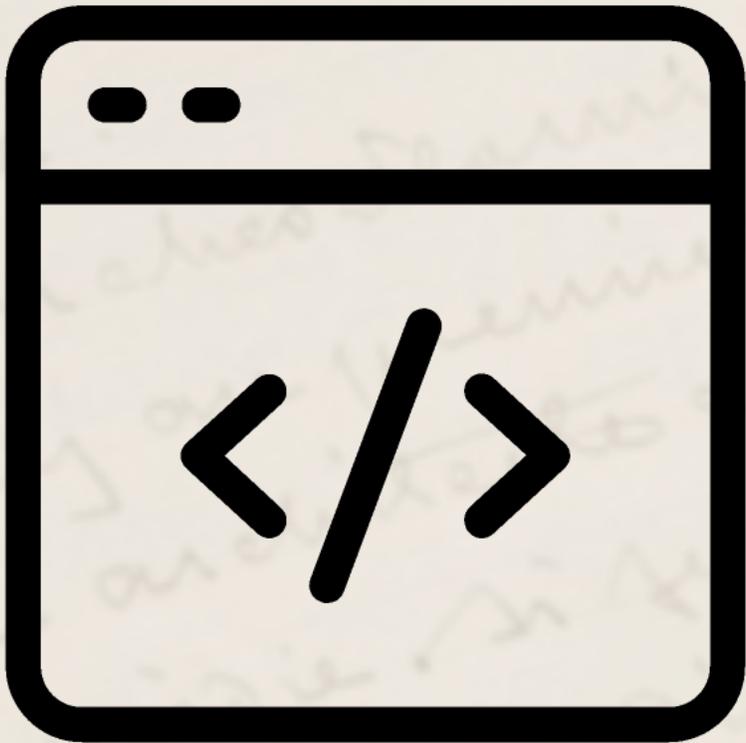
Department Responsibilities

The department is tasked with entering the certificate plan code onto the student record in MyCWU. The department is responsible for advising the student on the appropriate course work for the certificate. Information will be available on the student AR report in MyCWU.

Adding the Certificate Plan Code

The code for the certificate program must be added AS SOON AS POSSIBEL, for optimal results. The timing ensures that students' progress toward the certificate is monitored from the onset. This reduces student and advisor confusion, facilitates smoother validation and completion processes.

Course Completion and Validation

Course completion validation ensures that students meet the necessary criteria for successful progression in their certificate programs.
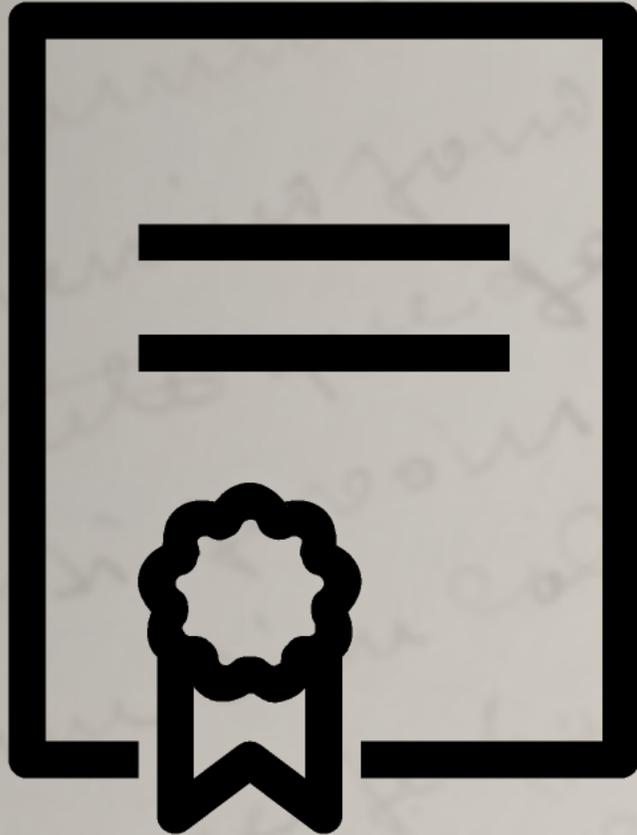
Reviewing student AR report for Completed certificates

Once a student has received passing grades, for the necessary courses, the student's record will indicate completed in the student AR report. The student can opt to receive their certificate after the quarter concluding and a processing fee will be assessed (starting fall 2025, if approved). The student may also choose to receive there certificate when they complete their degree at no additional cost of the graduation fee.

Academic Requirement Report

The Academic Requirement Report plays a crucial role in tracking and confirming certificate completions for students.

The Role of the Office of the Registrar

The Office of the Registrar is responsible for validating the completion of the degree coursework and is accurately reflected in the student's Academic Requirement (AR) Report. The office will facilitate the certification process in the similar manner by confirming all needed criteria are met and issuing the certificate and adding the certificate on to the student's official transcript.
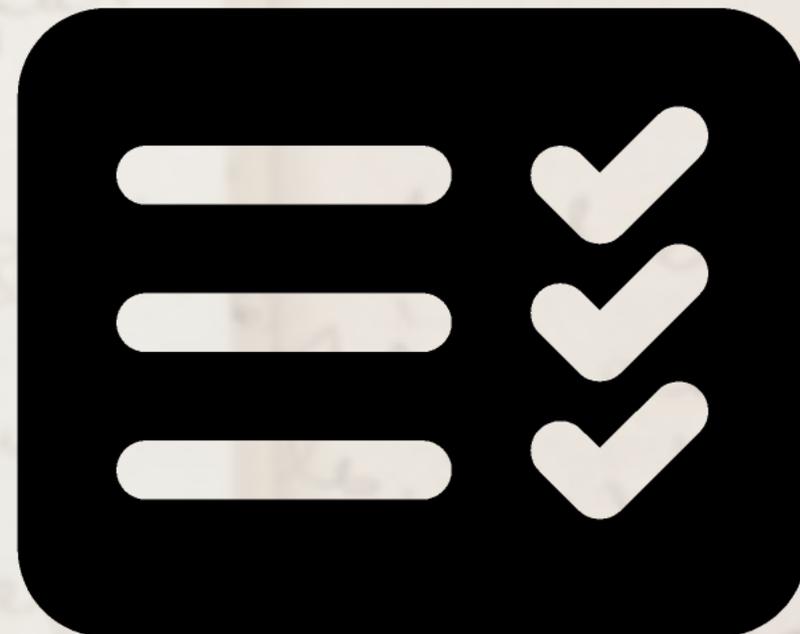
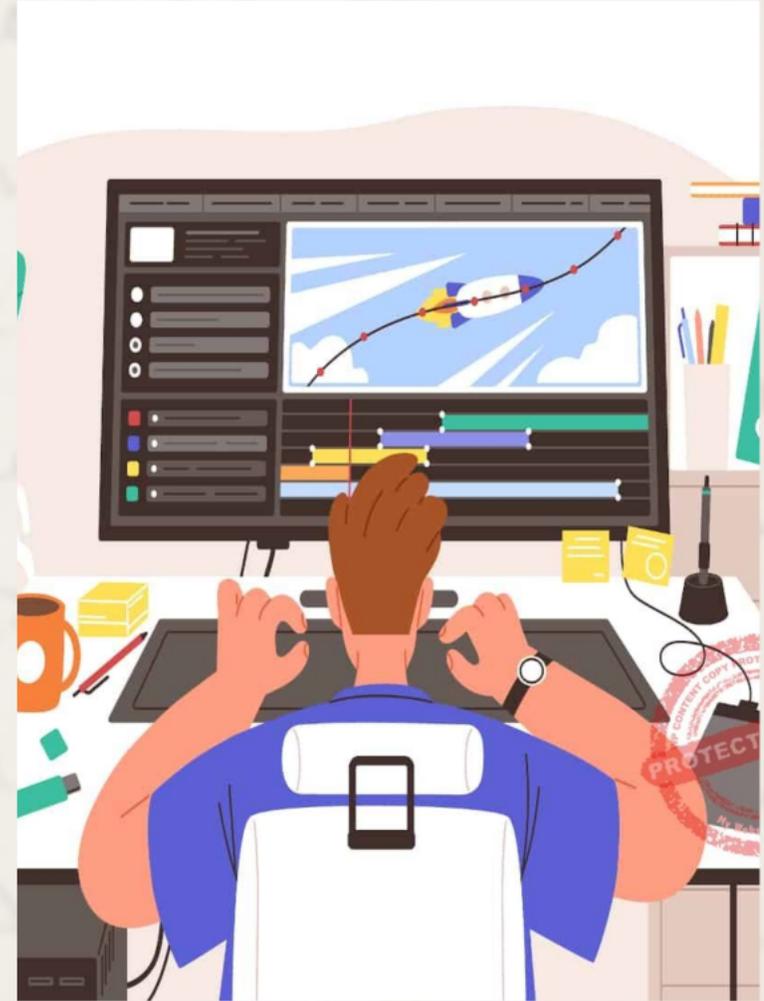# Certificate Fee Processing

Assessing a Certificate Processing Fee

Verification of Coursework

The registrar's office is responsible for verifying that all courses required for the certificate have been completed successfully with passing grades to be placed on the student official transcript. This verification ensures that students meet the necessary qualifications before any certificate can be awarded, maintaining academic integrity and standards.

Posting the Certificate Processing Fee

Once coursework is verified on the student AR report, a fee is posted onto the student account for processing the certificate. This fee covers administrative costs and ensures all necessary documentation is handled by the registrar's office, facilitating efficient certificate distribution to students. The student may opt to receive their certificate along with their degree, when completed, with no additional cost to the standard graduation fee.

Certificate Posting

The certificate posting process ensures that the completion of a certificate program is prominently reflected in a student's academic records, enhancing their credential visibility.

Official Transcript Updates

The student's official transcript is updated to reflect the awarded certificate. This helps to ensure that both current and future academic and professional entities recognize the student's achievements.

Identification on the Transcript

The awarded certificate is displayed in a distinct section on the top left corner of the official transcript, similar to degree postings. This placement ensures visibility amongst other academic accomplishments, affirming the student's skills and qualifications to potential employers and educational institutions alike.

Certificate Distribution

The final stage in the certificate workflow involves the distribution of hard copy certificates and digital diplomas to students upon successful completion of their program.

Mailing Hard Copy Certificates

Once all requirements are validated, a hard copy of the certificate will be mailed to the student's official mailing address on file. This ensures that students receive a tangible acknowledgment of their academic achievement within a reasonable timeframe after completion.
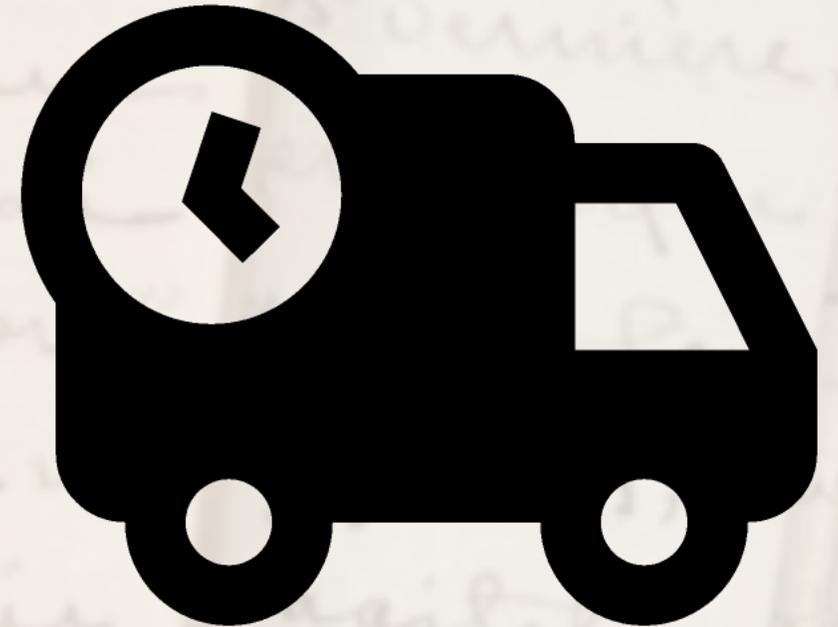
Digital Diploma Delivery

Alongside the physical certificate, a digital diploma will be sent to students' CWU email addresse. This provides immediate access to their accomplishment, facilitating ease of sharing their achievement in electronic formats as needed.