

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 12 non-matriculated credits can be applied to the MSCTR programs (5 to the Certificate) once you are accepted into a program. Please note: Non-matriculated students cannot earn Mentored Research credits.

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 here:

http://www.uc.edu/registrar/registrar_forms/basic-data-form-for-non-matriculated-students.html.

Please note that the University of Cincinnati will only accept 12 non-matriculated credits upon entering a degree program, so you should not take more than 12 credits before being officially accepted into one of the MSCTR programs (5 for the Certificate).

Q. Can I take courses online?

A. We currently offer the following classes online at least once a year: Introduction to Biostatistics, Introduction to Epidemiology, Statistical Computation & Software, Quality Improvement & Patient Safety, Scientific Integrity, Successful Scientific Writing, Study Design & Analysis, IRB Process & Protocol, and Survey of Clinical & Translational Research. We continue to work at converting our traditional courses to online courses, so continue to check back for updates.

Q. I missed the application deadline listed on the Graduate School website. Can I still apply?

A. The Certificate and the MSCTR 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 12 credits as a non-matriculated student; for the Certificate, you can take up to 5 credits as a non-matriculated student, and these will transfer in if you're officially accepted.

Q. Do you require TOEFL scores?

A. Official TOEFL scores (Institutional code=1833; Department Major Field Code=46) are required, if applicable. A minimum TOEFL score of 600 paper/250 computer test/100 Internet-based is required of all applicants whose native language is not English, unless specifically exempted. The TOEFL requirement is met for applicants who have passed the USMLE or for applicants with medical or graduate degrees earned from accredited universities and colleges in the US, Canada (except Quebec), England, Australia, New Zealand, or other English-speaking countries. Please contact rachel.meyer@uc.edu for TOEFL waiver options.

Q. Which transcripts are required for the application?

A. The MSCTR programs must have an official transcript from all institutions where you received a degree. The Certificate only requires an official transcript from your most recent degree.

Q. How much does the program cost?

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 10 semester credits. To view UC tuition costs for the current academic year, visit: <http://www.uc.edu/bursar>.

Q. Where can I find the class call numbers I need for registration?

A. Go to www.onestop.uc.edu, and click on “View Class Offerings.” Choose the term, college, and discipline in which you’re interested, and you should see information on all the classes currently offered, including course number, call number, and number of credits.

Q. What are the Graduation Certificate in CTR requirements?

A. Students must complete 3 required courses for a total of 6-7 credit hours: Introduction to Epidemiology (online-summer & in-person-fall and spring), Introduction to Biostatistics (online-summer and spring & in-person-fall), and Scientific Integrity/Ethics in Research (online-summer & in-person-spring) and any 3-4 credit hours of elective courses for a total of 10 credit hours.

Q. Can I complete the Graduate Certificate in CTR online?

A. Although the Certificate can be completed entirely online, summer semester is the only term in which we currently offer a full online curriculum and not all CTR classes are offered online. 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 Blackboard, UC’s online learning site, at canopy.uc.edu. Students should log in to Blackboard using their UC central log in and check their course sites daily for course announcements, assignments, and other postings. Most online classes are made up of a series of modules, lectures with accompanying PowerPoints, audio, and/or video.

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.

Q. What is the “summer intensive” term?

A. Our summer intensive term is an 8-week summer session which students can complete all required 10 credit hours of the Certificate entirely online.

Q. Do I have to complete the Graduate Certificate in CTR in one semester?

A. No, students are welcome to sign up for as few or as many classes as they can accommodate each semester. Students will remain in good standing with the university as long as they finish the program within five years.

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 http://www.uc.edu/bursar/paying_your_bill.html to set up a payment plan.

Q. How do I apply to graduate?

A. Students should fill out an online graduation application before the beginning of the term they want to graduate. Applications are available online at <https://gradapps.uc.edu/RoadmapInt/>. 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 online at http://www.uc.edu/registrar/record_services/transcript_ordering.html and our program offices will mail students a paper copy of their Certificate.

Q. Can I transfer credits to the CTR Training programs?

A. Yes, below is a table with details on the number of credits that can be transferred, depending on your student status:

Origin of Credits/Student Status	Max Number of Credits Transferred
Previous credits were taken at UC when student was non-matriculated	3 credits for Certificate, 12 credits for MSCTR programs <i>*Pending Program Director approval</i>
Previous credits were taken at UC when student was matriculated into another program	Up to 1/3 of Certificate or MSCTR requirements (3 credits for CCTR, 10 credits for MSCTR programs) <i>*Pending Program Director approval</i>
Previous credits were taken at another institution when student was non-matriculated or matriculated	Up to 1/3 of Certificate or MSCTR requirements (3 credits for Certificate, 10 credits for MSCTR programs) <i>*Pending Program Director & Graduate School approval</i>

Credits earned in a degree higher than the one the student is completing at UC cannot be transferred. For example, credits taken towards an MS program cannot be applied to the Certificate and credits taken towards a PhD cannot be applied to the MSCTR programs. Students who want to continue from the Certificate and earn their MSCTR must formally apply to and be accepted into one of the MSCTR programs. Once accepted, the Certificate credits will be automatically applied toward the chosen MSCTR program.