

Non-Credit Course

Office of Professional and Workforce Development

The Office of Professional and Workforce Development offers non-credit courses to the public. Any UF unit (college, department, center, institution, office, etc.) can create a non-credit course and offer it using Quick Reg for non-college credit activities. Courses can be offered for a set fee or offered at no charge. Collected revenues will be directly deposited into a UF PeopleSoft account and students will be enrolled into an e-Learning Canvas course.

Non-credit courses are not in sequence with the academic term but are asynchronous and can be started upon a completed registration. The enrollment period is determined by the course manager. The college can assist you with the registration process for establishing a non-credit course with the Office of Professional and Workforce Development. Prior to starting this process, please consult with your Department Chair. Once you have the support of your department, please complete the attached Quick Reg Setup form and submit it to dshores@hhp.ufl.edu.

If a fee is charged for the course, the following expenses should be considered.

- Responsibility Center Management (RCM) tax: **13%** for related expenses (*required*)
- College overhead expenses: **5%** (*required*)
 - HHP's responsibility, brand, and home (affiliation) for all faculty and programs in the college
 - HHP fiscal, HR, enrollment management, and operations support for academic and student programs
 - HHP infrastructure (computers, offices, materials, supplies)
- Credit card bank fees: **3%** (*required*)
- Instructor Pay
- Administrative support (advising and course development)

Upon successful completion of the Quick Reg setup process and account creation (if needed) the non-credit course is added to the Professional Development Education Hub <https://hub.aa.ufl.edu/course-search/?0!0>.

Quick Reg Setup

All fields are required.

Unit (*Department or Center Name*):

Course name: (*The name should be generic enough to accommodate all of the activities you will be offering in the course.*)

Course description:

Course format: (*Include the number of modules, time expectations, type of assignments/assessments within each module, etc.*)

Course syllabus: Attach a copy of the course syllabus.

Course URL: (*This should be the course or unit marketing URL, not the Canvas course link.*)

Registration management: (*Who should have access to the registration process and student information? List the names and UFID #s.*)

Name UFID

Name UFID

Name UFID

Primary Contact Name:

Primary Contact Email:

Has this course been registered with the Office of Associate Programs for Teaching and Technology?

Yes

No

Unknown

Student Help Information

Please note the following Student Help Contact Information will be displayed on the registration pages for activities in this program.

Student Help Contact Email:

Student Help Contact Phone:

Student Help Contact Physical Address:

Fiscal Information

All fiscal information must be approved by the Director of the Associate Provost's Academic Finance Office.

Credit Card Fees Collection:

Yes

No

Maybe in the Future

Course Budget (*if a course fee is collected*): Attach a copy of the proposed budget for the non-credit course.