



Graduate Certificate in Nonprofit Management



School of Public Administration

UCF Downtown

College of Community Innovation and Education

University of Central Florida

Welcome to the Graduate Certificate in Nonprofit Management Program

Congratulations and welcome to the Graduate Certificate in Nonprofit Management Program in the School of Public Administration at University of Central Florida! As a new graduate student, you are beginning a journey of personal and professional growth at an excellent institution of higher learning.

In this Handbook, you will find information to help you start your academic experience at UCF, from contact information for the School of Public Administration and much more. So please take the time to read through this packet and make sure that you understand everything in it.

I am your Program Director, and my email is Young-Joo.Lee@ucf.edu. If you have any questions, please feel free to email me. I am available to answer questions as they arise. Additionally, you may contact Nasrin Lakhani, Academic Services Coordinator (Nasrin@ucf.edu).

Email is UCF's preferred method of communication and both the University and the School of Public Administration will send you important information and news via email so you may stay connected and up-to-date on special events. We are mandated to communicate via knights email only so please take some time to set up your knights email through MyUCF>Student Center.

We are delighted to have you as part of the Graduate Certificate in Nonprofit Management Program and look forward to working with you over the coming years.

Sincerely,

Young-joo Lee

Young-joo Lee, Ph.D.

MNM Program Director

Graduate Certificate in Nonprofit Management

School of Public Administration Office

Doctor Phillips Academic Commons (DPAC)

528 W. Livingston St., Suite 446

Orlando, FL 32801

Phone: (407)823 2604

School Director

Dr. Doug Goodman

doug.goodman@ucf.edu

Program Director

Dr. Young-Joo Lee

Young-joo.Lee@ucf.edu

Director, Student Support Services

Advising:

Nasrin Lakhani, MNM

Nasrin@ucf.edu

For Out of State Cohort Students:

Renee Montgomery

renee.montgomery2@ucf.edu

Curriculum – Plan of Study

The Public Administration graduate certificate requires 18 credit hours of courses, including 15 credit hours of required courses and 3 credit hours of an elective course.

Total Credit Hours Required: 18 Credit Hours Minimum beyond the Bachelor's Degree

Required Courses: 15 Credit Hours

Students must achieve a grade of “B-” (80%) or better in every course. Grades ‘C’ or lower cannot be used to fulfill certificate requirements. Students must maintain a program of study and graduate status GPA of 3.0 or higher and can only graduate with a graduate status GPA of 3.0 or higher.

- [PAD 5145 - Volunteerism in Nonprofit Management](#) **3 Credit Hours**
- [PAD 5146 - Nonprofit Resource Development](#) **3 Credit Hours**
- [PAD 6142 - Nonprofit Organizations](#) **3 Credit Hours**
- [PAD 6327 - Public Program Evaluation Techniques](#) **3 Credit Hours**
- [PAD 6335 - Strategic Planning and Management](#) **3 Credit Hours**

Elective Course: 3 Credit Hours

Choose one course below.

An internship is required for students pursuing the National Nonprofit Leadership Certification. Students who provide documentation of at least 300 hours of nonprofit sector experience may have the internship waived.

National Nonprofit Leadership Certificate: The Nonprofit Leadership Alliance represents the achievements of national academic and experiential standards in nonprofit management. Students pursuing the Nonprofit Leadership Certification must meet the Nonprofit Leadership Alliance mandated requirements.

- [PAD 5850 - Grant and Contract Management](#) **3 Credit Hours**
- [PAD 6237 - Ethics and Governance in Nonprofit Management](#) **3 Credit Hours**
- [PAD 6208 - Nonprofit Financial Management](#) **3 Credit Hours**
- [SOW 6383 - Social Work Administration](#) **3 Credit Hours**

IMPORTANT NEW STUDENT INFORMATION

Welcome to the School of Public Administration.

Please read this information carefully, it will assist you in successfully navigating through your program and completing your degree.

ACCEPTING YOUR PROGRAM

Please accept your admission to this program through your Student Center, accessible by logging into MyUCF, in order to be able to register for classes. You must accept your admission in order to be able to register for courses.

IMMUNIZATIONS

All students, even distance-learning students, are responsible for complying with UCF's Immunization Policy. Students who have not completed Health Services requirements will have a hold that will prevent registration. You may access the immunization information and forms at:

<http://shs.sdes.ucf.edu/immunizations/>

Students who have not completed Health Services requirements will have a hold that will prevent registration.

Non-resident students living outside of the state of Florida may contact the UCF Health Center to request a waiver of this requirement. If approved, the waiver must be renewed each semester.

Contact Health Services at 407-823-3707 or consult <http://shs.sdes.ucf.edu/>

KNIGHTS MAIL (Critical)

Per UCF policy, we are mandated to communicate by Knights-mail only, so set up your account as soon as possible (use the link in your Student Center) and continually monitor that mailbox. **UCF policy dictates that any attempt to contact you by the Knights email system is a valid attempt.**

FIRST SEMESTER REGISTRATION

Per UCF policy you must take a class in the semester you are admitted; if you do not, your admission is revoked and you must reapply to the program in a subsequent semester. Once you have been notified by the College of Graduate Studies that you may register for courses, please do so immediately. **Classes fill to capacity quickly.** Out of State Cohort students please contact Renee Montgomery at Renee.Montgomery2@UCF.edu for registration assistance.

PROGRAM COURSES & SCHEDULING

Most of the program core (required) courses are offered in the fall and spring semesters. During the summer semester very few courses are offered, and students are advised to use this semester for elective classes.

[Please do not rely on summer classes to complete your program.](#)

COURSE SECTION SELECTION

Please accept your admission to this program through your Student Center, accessible by logging into MyUCF, in order to be able to register for classes. You must accept your admission in order to be able to register for courses. A couple of the programs may use the same course however yours would be distinguished by the section number. Please make sure you are using the correct section number when registering or you will get an error message.

OVERRIDES

The School of Public Administration does not grant overrides into full and closed courses under any circumstances, so it is imperative that you register at your earliest possible time!

THREE-TERM REGISTRATION

In March of each year, students are allowed to register for the summer, the fall and the following spring semesters. We encourage you to do this as it “reserves” your classes for the academic year and allows life- planning. Please note that if you are dropped from your classes due to non- payment in one semester, you will be dropped from classes in all subsequent semesters and will have to re-register.

CLASS LOAD

Do not overload yourself. For most of you, this is your first experience with graduate work and it may be your first experience with online courses. Graduate work is more rigorous than undergraduate work, requiring more research, reading, and writing and your work is held to a higher standard. You will require more study time. If you are working full time, you should enroll in no more than two courses each semester, Also, online classes are typically more demanding than face-to-face classes as they require more time to complete assignments.

ACADEMIC PROGRESS

Your master's program requires you to earn a grade of "B-" or better in each core course and maintain an overall GPA of 3.0 or higher. Students in a graduate certificate program may earn a grade of "B-" or better, as long as the overall GPA remains at 3.0 or higher. If you are struggling with any class, please first talk with your professor to resolve any issues.

If you are not earning a grade of "B-" or better in a course by the official withdrawal date (see Academic Calendar at <https://calendar.ucf.edu/>), we recommend that you officially withdraw from the class. Any "F" grade may be grounds for dismissal from the program and, if not dismissed, you will be required to repeat the course for an acceptable grade. There is no grade forgiveness at the graduate level.

DEGREE TIME LIMITS

You have seven years to complete both the Masters and the Graduate Certificate program. This time frame covers any semesters that you do not take courses, including summer semesters.

ONLINE LEARNING

For many of you, this will be your first time with online courses at UCF. Please review the tutorial at <http://online.ucf.edu/>. Click on the "Learning Online" link.

TUITION WAIVERS

Tuition waivers are accepted by the school. However, please be aware that the tuition waivers are useable on a **space-available basis only**. If your preferred course is full and closed at the time of your registration, the school will not provide an override. Students with Tuition Waivers can register only register for courses Friday before start of classes every semester, no earlier.

GRADUATE CATALOG

The UCF Graduate Catalog (www.graduate.ucf.edu) is UCF's official record of graduate policies. The catalog states, "It is your responsibility [as the student] to keep informed of all rules, regulations, and procedures required for graduate studies. Graduate program regulations will not be waived or exceptions granted because students plead ignorance of the regulations or claim failure of the adviser to keep them informed." Take some time before the semester gets busy to review the graduate catalog and ask any questions, and refer back to it frequently!

GRADUATE WRITING SKILLS

The School of Public Administration uses the APA format. As graduate students, you will be doing a lot of research. Please familiarize yourself with the services that the UCF Library offers at <http://library.ucf.edu/>. The Library Liaison for the School of Public Administration is Dr. Corrine Bishop – Corrine.Bishop@ucf.edu.

FILING THE INTENT TO GRADUATE

Candidates must submit their Intent to Graduate through MyUCF in the Student Center section by the beginning of their final semester. To access this section, login to MyUCF, select Student Self Service, Student Center, and then select Intent to Graduate: Apply in the drop down box under Academics. It is recommended that you file your intent in the beginning of your last semester. Please consult the UCF Academic Calendar to find the specific deadlines. Please note that you will not get a confirmation after filing the intent. If there is anything lacking in your degree audit you will be informed

UCF Master of Public Administration Group LinkedIn Link

<https://bit.ly/2GUXx8N>

STUDENT SERVICES CONTACTS

Main Campus

STUDENT ACCOUNT SERVICES

Student Services Millican Hall, Room 109 Phone: (407) 823-2433

Fax: (407) 823-6476

Email: stuaccts@ucf.edu

<http://www.studentaccounts.ucf.edu/>

STUDENT FINANCIAL ASSISTANCE

Millican Hall, Room 120 Phone: (407) 823-2827

Fax: (407) 823-5241

Email: finaid@ucf.edu

http://finaid.ucf.edu/applying/app_costs.html

UCF CARD SERVICES

John T. Washington Center, Room 104 Phone: (407) 823-2100

Fax: (407) 823-3278

<https://ucfcard.ucf.edu/index.html>

UCF PARKING SERVICES

South Garage—Garage B Phone: (407) 823-5812

Fax: (407) 823-6715

Email: decals@ucf.edu

KNIGHTS EMAIL ACCOUNT

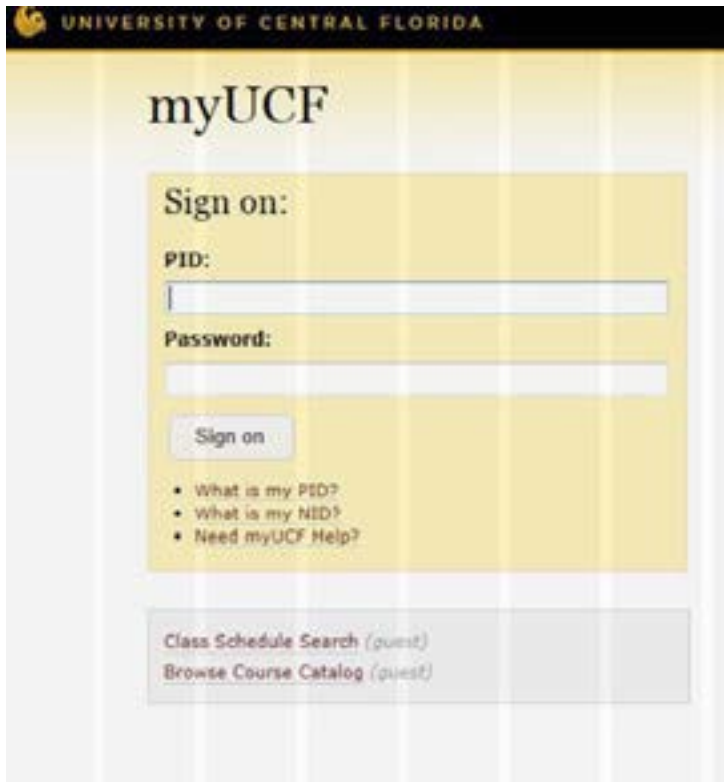
<https://extranet.cst.ucf.edu/kmailselfsvc>

COMPUTER AND NETWORK QUESTIONS

Phone: (407) 823-5117

Email: servicedesk@ucf.edu

Using MyUCF Portal and Student Center

The image shows a screenshot of the MyUCF portal sign-in page. At the top, there is a black header with the University of Central Florida logo and the text "UNIVERSITY OF CENTRAL FLORIDA". Below the header, the "myUCF" logo is displayed in a large, bold font. The main content area is a yellow box with the heading "Sign on:". Underneath, there are two input fields: "PID:" and "Password:". A "Sign on" button is located below the password field. At the bottom of the yellow box, there are three links: "What is my PID?", "What is my NID?", and "Need myUCF Help?". Below the yellow box, there are two more links: "Class Schedule Search (guest)" and "Browse Course Catalog (guest)".

Network ID (NID)

The NID is a UCF-issued credential that allows access to UCF resources (e.g. UCF wireless networks, UCF Exchange). The NID is used by current students to log into MyUCF portal.

If you do not know or can't recall your NID, use the I forgot my NID link which is found on the NID password reset page (<http://mynid.ucf.edu>).

NID Password

If you do not know or cannot recall your NID password, please use the NID Password Self-Service Reset tool at <http://mynid.ucf.edu>

There is no default NID password. You set it for the first time with a password reset.

Always use a strong password (8 or more characters, mix of letters, numbers, special characters). Learn more about strong passwords.

Your NID password expires 60 days after the last reset and cannot be used to access UCF services until it is reset.

Getting To Know Your MyUCF

The screenshot displays the MyUCF Student Center interface. At the top, the University of Central Florida logo and navigation tabs (Home Page, Student Message Center, Online Course Tools, Dashboards, Informational Resources) are visible. A search bar is located in the top right corner.

The main content area is titled "Student Center" and is divided into several sections:

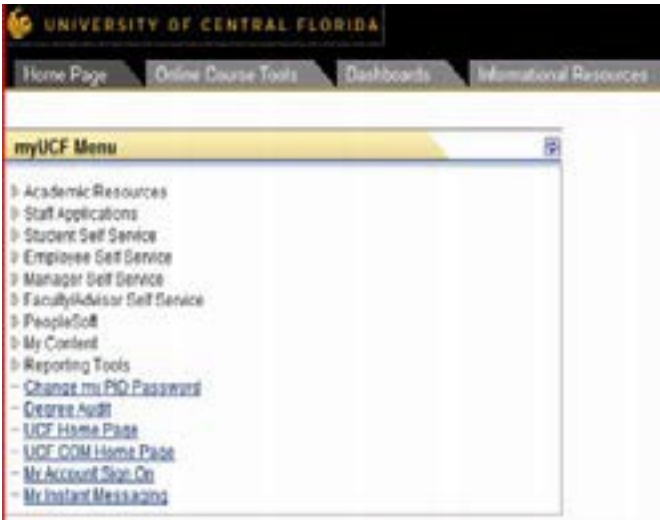
- Academics - Undergraduate and Graduate Careers:** This section contains a search bar, a message stating "You are not enrolled in classes," and a list of links for various academic services such as Academic Requirements, Change Major, and Class Schedule. A red box highlights a search dropdown menu with the text "other academic...".
- Finance:** This section includes links for "My Account" (View My Account, Fee Invoice, Student Direct Deposit, etc.) and "Financial Aid" (View Financial Aid, Assess/Decline Awards, etc.). A message states "You have no outstanding charges at this time." Below this, there is a "To View" section with instructions on how to view charges.
- UCF Textbook Purchase Program:** Links for Textbook Purchase Program, Out to Textbook Purchase Program Status.
- Personal Information:** This section is divided into "Demographic Data" (American Contact, Dates, FERPA/Directory Restriction, UCF Email) and "Contact Information" (Mailing Address, Permanent Address, Home Number, Email Addresses). A red box highlights a search dropdown menu with the text "other personal...".
- Undergraduate Admissions:** Link for Undergraduate Application Status.
- Graduate Students:** Links for Request Information, Apply for Admission, Application Status, Request Change Request Status, Bulletin Board, Graduate Journals, Thesis and Dissertation Status. A dropdown menu for "Choose Graduate Form" is highlighted with a red box.
- International Students:** Links for International Students and Bulletin Board.

On the right side of the interface, there are several utility boxes:

- SEARCH FOR CLASSES:** A green button.
- Holds:** A box showing "No Holds".
- To Do List:** A box showing "No To Do's".
- Enrollment Dates:** A box with a "details" link.
- Advisor:** A box showing "Program Advisor: None Assigned".

A left-hand navigation menu lists various services, with "Student Center" highlighted in green. Other items include Academic Resources, Student Self Service, Personal Information, Holds & To Do, Student Records, Graduate Students, International Students, Undergraduate Admissions, Student Accounts, Financial Aid, Scholarship Application, Housing, Reporting Tools, Knights Access Login, Change my HID Password, Update my Challenge Questions, Knights Email, UCF Home Page, and UCF.COM Home Page.

Accepting Graduation Admission



INSTRUCTIONS TO ACCEPT GRADUATE ADMISSION

In the upper right hand corner, in the myUCF Menu box, click Student Self Service.

*If the address menu appears, verify your email and valid addresses and click OK.

To Accept/Decline your admission, from Student Center main page, scroll down to the Graduate Students section.

Click Accept/Decline Admission

Select the program you would like to Accept or Decline admission to by clicking on the Accept/ Decline link to the right on each application.

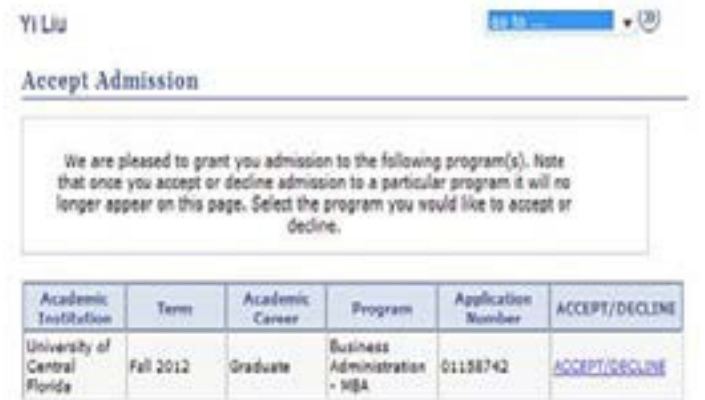
Select either I Accept Admission or I Decline Admission button to indicate your choice. You will then be asked to confirm your selection. Select the Previous Button if you do not wish to make a selection at this time.

If Admission is Accepted:

After you have accepted your admissions offer, it takes approximately 1-2 business days for the database to complete it's processes and a registration appointment time to be generated. Appointment times are only generated after class schedules are posted. The appointment time is the date and time you are eligible to enroll in classes through your myUCF portal.

Please be sure to inquire with your department directly to verify if there is a deadline they have set for you to accept or decline your admissions offer. In addition, follow up with them once your admissions offer is accepted to confirm if there is a mandatory orientation through your department that you must attend.

NOTE: If newly admitted students do not register and enroll for classes in their first semester their file will be inactivated, and all future registration will be dropped. Once their file is inactivated, they will need to re-apply by a complete a new online admissions application.



PROGRAMS OFFERED BY THE SCHOOL OF PUBLIC ADMINISTRATION

Graduate Degrees

Master of Nonprofit Management

Master of Public Administration

Master of Research Administration

Master of Urban and Regional Planning

Master of Emergency and Crisis Management

Master of Public Policy

Public Affairs, Ph.D.

Graduate Certificates

Graduate Certificate in Nonprofit Management

Graduate Certificate in Public Administration

Graduate Certificate in Research Administration

Graduate Certificate in Urban and Regional Planning

Graduate Certificate in Fundraising

Graduate Certificate in Emergency Management and Homeland Security

Graduate Certificate in Public Budgeting and Finance

Graduate Certificate in Public Policy Analysis

Graduate Certificate in Social Justice in Public Service