

For Certificate Students enrolled in the Fiction or Creative Nonfiction program prior to June 1, 2020

Frequently Asked Questions

I want to complete the original program. What do I need to do?

You do not need to take any action and can continue taking courses to complete the 24 units required.

What do I need to do to finish the original program?

To complete the original Fiction or Creative Nonfiction Certificate program, you will need:

- 6 units of Level I courses
- 9 units of Level II courses
- 3 units of Level III courses
- 6 units of electives

My Student Portal only reflects some of the courses I've taken underneath Certificate progress. What's going on?

You can always check your completed classes and your grades in your Student Portal under "Course History;" however, the certificate progress feature is updated manually. The system may automatically fill out some of the courses you've taken, but for the most accurate audit of how your completed courses should apply to your Certificate requirements, please reach out to Student Affairs Officer Carrie Truong at ctruong@uclaextension.edu.

I feel like I'm close to finishing but I'm not sure. How do I find out?

Please reach out to Student Affairs Officer Carrie Truong at ctruong@uclaextension.edu. Carrie or another member of our staff will conduct a Certificate Audit to help you understand what requirements you have met and which you still have left to complete. You can use this time to get recommendations on which courses will help you meet your writing goals as you complete the program.

I haven't been able to take the Level III or Advanced course requirement.

You may apply a Level II/ Intermediate course to this requirement *with advisor approval*. Please reach out to Student Affairs Officer Carrie Truong at ctruong@uclaextension.edu as soon as possible to request an audit.

I haven't taken any Level I courses but I have taken courses at a higher level. Can I apply those to that requirement?

You may apply higher level courses or electives to this requirement *with advisor approval*. Please reach out to Student Affairs Officer Carrie Truong at ctruong@uclaextension.edu as soon as possible to request an audit.

I have completed all my required courses! How do I graduate?

Once your grades have been posted for your last class, please reach out to Student Affairs Officer Carrie Truong at ctruong@uclaextension.edu to request a formal Certificate audit and to begin the completion process.

I want to complete the new program. Can I get a refund of the original candidacy fee?

Certificate candidacy fees are nonrefundable. All Fiction Writing and Creative Nonfiction Writing Certificate students may transfer to the new program at no cost.

What are the main differences between the original Fiction or Creative Nonfiction Certificate programs and the new Creative Writing Certificate?

The Fiction or Creative Nonfiction Certificate have candidacy fees of \$250 and require 24 units to complete with the following specific requirements: 6 units of Level I courses, 9 units of Level II courses, 3 units of Level III courses, and 6 units of electives. Upon completion, students have six months to receive a free 100 page manuscript consultation.

The Creative Writing Certificate has a candidacy fee of \$100 and requires 21 units to complete, and all creative writing courses apply. The only required course is the Creative Capstone class. Upon completion, students have six months to receive 50% off a manuscript consultation of any length. Click [here](#) to view more information on the consultation service.

I want to transfer to the new Creative Writing Certificate program. What do I need to do?

On June 1, 2020, [Click here] to opt in to the new program and new requirements.

Will I need to complete the capstone requirement to finish the new program?

Yes. Any previous courses in Creative Writing, regardless of level, will apply towards the new program, but you will still need to complete the 3-unit capstone project.

How do I claim my free 100 page manuscript consultation from completing the old program?

Please reach out to Student Affairs Officer Carrie Truong at ctruong@uclaextension.edu as soon as possible to request an audit. Once she has confirmed you have completed all the course requirements for the program, she will send you instructions on how to submit the manuscript. You will have six months from the date of your last completed class to utilize this benefit before it expires.

Do I get to choose who reads my manuscript?

You may request up to three instructors. The Writers' Program will reach out to these instructors on your behalf during the steps listed in the answer above.

I may need more time to submit my manuscript. Can I request an extension?

You may formally request an extension in writing to Students Affairs Officer Carrie Truong at ctruong@uclaextension.edu . As writers ourselves, the Writers' Program understands the desire to keep working on a project and revise it until it is in its best possible shape. *However, we implore you to consider that the consultation is a learning opportunity, and it is incredibly beneficial to students during the writing process.*

I want feedback on more than 100 pages. Can I do that?

Students are welcome to submit additional pages past the 100 page limit included in the manuscript consultation benefit for consideration at the rate of \$10 per page.