

CONTINUING EDUCATION

Continuing education provides public access to higher education for individuals not formally admitted to a UNH degree program. Taking courses as a non-degree student is an excellent way to prepare for matriculation into a degree program, help advance or change careers or study a topic of interest.

Course Enrollment Eligibility Requirements

The University does not require students to apply for admission to enroll in courses as a continuing education non-degree student. Students must meet the following eligibility requirements:

Undergraduate Courses

Students registering for undergraduate courses (numbered 200-799) must meet the following eligibility requirements:

- A high school diploma or equivalent (GED)
- Demonstrated successful academic performance
- Completed all course prerequisites
- Not currently under disciplinary sanctions from UNH Durham/Manchester, another college or university, or court-ordered probation or other sanctions.

Graduate Courses

Students registering for graduate courses (numbered 800-999) must meet the eligibility requirements above and have a bachelor's degree. Graduate coursework is advanced study and presumes completion of adequate preparation at the undergraduate level in the same or allied field in which the student wishes to pursue graduate coursework.

Internships

Continuing education students are not permitted to register for internships through UNH.

Prerequisites

Individuals are responsible for meeting all course prerequisites before registering for classes. Prerequisite information is included in undergraduate and graduate course descriptions.

The University reserves the right to restrict registration to those who cannot demonstrate the completion of the above eligibility requirements and to bar registration or withdraw a student who upon request fails to provide proper documentation or who demonstrates unacceptable academic performance once enrolled.

Registration

Continuing education student course registration opens as follows:

- **Fall Semester** – Opens in July
- **January Term** – Opens in October
- **Spring Semester** – Opens in December
- **Summer Session** – Opens in March

Important Dates and Deadlines

A comprehensive calendar with dates and deadlines for add/drop, refunds, registration, withdrawal and more information can be found on the [University Master Academic Calendar](#).

New Students

New Continuing Education students must complete the [Continuing Education Registration Request form](#) to register for first time and will be set up with a UNH student account.

Returning Students

Returning students who have taken a continuing education course within the last year can use their existing UNH student account to log into Webcat and register for courses when registration is open.

If it has been over a year since you last registered for a continuing education course or you're a returning UNH alumni, you will need to complete the [Continuing Education Registration Request form](#) to re-activate your UNH student account.

Step-by-step Webcat instructions are available on the [Office of the Registrar's website](#).

Payment in full (tuition & fees) is due at the time of registration. Non-payment will result in being dropped from coursework.

Credit Load Policies

Undergraduate Non-Degree Students

Fall/Spring Semester

- Durham and Manchester non-degree students may register for a maximum of 11 credits.
- CPS Online non-degree students may register for a maximum of 18 credits.

Summer Session

Non-degree students do not have a credit maximum.

January Term

Non-degree students are limited to one course for a maximum of 4 credits

A non-degree student not actively enrolled in courses for one year will be inactivated. Inactivated students may visit the UNH Continuing Education website for more information about returning.

Graduate non-degree students

Graduate courses (numbered 800-999) are open to individuals with a baccalaureate degree from an accredited college or university.

Fall/Spring Semester

Non-degree students may register for a maximum of 8 credits

Summer Session

Non-degree students do not have a credit maximum

January Term

Non-degree students are limited to one course for a maximum of 4 credits

A non-degree student not actively enrolled in courses for one year will be inactivated. Inactivated students may visit the UNH Continuing Education website for more information about returning.

Full-Time Special Student Status

Undergraduate

Durham and Manchester Non-degree students who wish to register for 12 or more credits in a single semester must receive formal permission from UNH Undergraduate Admissions. Special tuition and fee rules apply.

Please contact [UNH Undergraduate Admissions](#) at 603-862-1360 for more information on how to apply.

Graduate

Non-degree students who wish to register for 9 or more credits in a single semester must receive permission from The Graduate School. Students approved for this special status must pay full-time graduate tuition and fees at the time of registration. Please contact [The Graduate School](#) at 603-862-3000 for more information on how to apply.

Tuition and Fees

Tuition for continuing education students varies depending on the course campus, credits per course, and student residency. For current per credit hour tuition rates see the [UNH Business Services website](#).

Continuing education students may also be subject to mandatory fees for registration, student services, technology, and special course fees. Fees are posted to student's Webcat account within 72 hours of registration. See more information about [how to use Webcat](#). Payment is required within one week of registration to avoid being unregistered.

NH Senior Citizen Tuition Waiver

New Hampshire residents who are age 65 or older and are not enrolled in a degree program are eligible to take a maximum of two credit-bearing courses (some exceptions apply) per fiscal year (Summer Session/Fall/January Term/Spring) tuition-free.

Registration begins on the first day of continuing education registration each semester. Complete the following steps prior to registering:

Provide a copy of NH State Driver's License and a completed Waiver Agreement Form to Business Services
Check the course schedule for additional permissions required prior to registration. This information will be listed in the course description
Students interested in auditing must complete an Audit Form (instructor signature required)

Additional Information

- Registration is on a space-available basis
- Prospective students must be 65 years of age as of the first day of the course
- Waivers will only be granted at the time of registration (not retroactively)
- Non-credit courses, workshops, etc. are not covered by the tuition waiver

* Certain credit-bearing courses offered at UNH but administered by other institutions (such as Isles of Shoals and Library Science courses) are not covered by the tuition waiver

Capacity is limited in all UNH academic courses and enrollment is first come, first serve, with no guarantee of availability or acceptance.

All scholarships and waivers used to cover tuition, fees, books, supplies, and equipment may have tax implications. If you have any questions about potential tax implications, please consult a tax advisor.

Financial Aid

Continuing education students are not eligible to receive federal financial aid or scholarships for enrollment expenses, unless they are enrolled in

an approved degree or certificate program. For more information visit the [UNH Financial Aid Office](#).

Transfer Credit and Articulation

UNH cannot guarantee that earned credits will be valid towards all matriculated degree and certificate programs at UNH, will transfer to other universities, or will be accepted for credit from other universities.

Continuing education students should discuss credit articulation with the department they would like to transfer credit to prior to starting any coursework.

Resources and Services

Upon successful course enrollment, nondegree students will receive more information about additional services needed to participate in course work and accessing campus resources such as obtaining a UNH student ID, visiting campus, and accessing courses online.

- **Parking:** Explore Commuter parking pass options, campus parking maps, visitor parking, and more.
- **Dining:** View UNH's dining options, or visit the Campus Services Office to purchase a community member meal plan.
- **Student ID:** Request a UNH Student ID to use at the library, for Wildcat Transit Buses, and more.
- **Transcript Requests:** UNH non degree continuing education students can request their academic transcript through the Office of the Registrar.

Policies and Regulations

University of New Hampshire non-degree continuing education students are responsible to review and adhere to the rules and regulations governing the university.

- [Academic Policies](#)
- [Student Rights, Rules and Responsibilities](#)
- [USNH Policy Manual](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#)

Academic Standards and Expectations

At the University New Hampshire a cumulative grade-point average of 2.00 (C grade) is the minimum acceptable level for undergraduate work and 2.67 (B- grade) is the minimum acceptable level for graduate work at the University. The records of non-degree students are examined periodically and academically deficient students may be warned or excluded from registering.

Programs

CATS Program

The **CATS (Challenging Academically Talented Students) Program** is open to highly motivated and academically strong high school juniors and seniors who want to enrich their academic experience with a college-level course. Students may choose from freshman-level courses (400-500 numbered courses).

Pre-Admission Program

The **Pre-Admission Program** allows students an opportunity to strengthen their academic credentials in preparation for admission to a baccalaureate program by completing coursework that satisfies both general education and introductory-level major requirements. Students

complete two semesters in the program, register for up to 12 credits per semester, and then transfer to a baccalaureate program upon successful completion of the outlined criteria.

Professional Development and Training

Professional Development & Training is a unit of UNH's Office of Outreach and Engagement and serves individuals, businesses, and organizations by offering a wide range of non-credit professional development opportunities throughout the year. Programs are designed to assist professionals in developing new or advanced knowledge and skills in a variety of fields.

Summer Session

Summer Session provides a wide range of credit courses, institutes, and programs in a variety of term lengths from May to August. From youth-enrichment programs to advanced-level institutes, Summer Session provides educational opportunities for learners of all ages. On-campus housing is available for students enrolled in summer credit courses. Summer credit courses are held to the same academic standards as regular term courses but are typically offered at an accelerated pace.

January Term

January Term is a three-week learning opportunity held during winter break. Online, on-campus, and study-away credit courses are available in a variety of academic disciplines at both the undergraduate and graduate levels. Because of the intensive course of study, students may register for only one course during January Term.

Contact Information

If you have any questions about enrolling in continuing education courses at the University of New Hampshire, contact [UNH Online & Continuing Education \(non.degree@unh.edu\)](mailto:non.degree@unh.edu).

<https://www.unh.edu/continuingeducation/>