Human Resources Management - Frequently Asked Questions

1. How much does the program cost?

The entire program will run between $4,800 and $5,600, depending on the format of the classes you take (online or on-campus). Note that you pay for each class as you enroll, as opposed to the entire tuition sum at once. Required online classes are $610 each, and on campus classes are $545 each. Prices for elective classes vary based on format and unit value. There is also a one-time candidacy declaration fee of $125, to be paid after your second class. Prices are subject to change without notice.

2. How long will it take me to complete the entire program?

That depends on how many classes you can take at once. Given that the program consists of 8 classes (6 required, 2 elective), if you take one class per quarter you would be done in two years. Most students who work full time take one or two classes per quarter, depending on their work schedules and other obligations. You can take as many simultaneous courses as you wish, but we strongly recommend starting with one or two to ensure you have the necessary time to devote to the course(s).

3. Do I have to apply and be accepted before I start?

No. This is an open-enrollment program, and you will not have to provide transcripts or prove prerequisites before you begin.

4. Do I have to take the classes in order?

No. You can take the classes in any order that you like. However, if you are new to the field of Human Resources, we strongly recommend that you begin with MGMT X450.1 Foundations of Human Resources Management.

5. Can I complete the entire program online?

Yes. While not every class will be available online every term, we cycle through the curriculum offerings during the year so that it is possible to complete the entire program online.

6. I’ve never taken an online class. How does it work? Is it self-paced?

No, the classes are not self-paced. Our online classes take place in an asynchronous online environment, meaning there will not be a day of the week or time of day that you will need to be online. You can log in when you have time to do so. However, the courses are structured week-to-week, from Monday to Sunday, and you are expected to log in multiple times during the week to keep up with class discussions and assignments.
7. I am an international student / I am located overseas – am I able to enroll?

Yes. As an open-enrollment program, international students are welcome in the program. Please note that if English is not your native language, enrollment in this program assumes that you have a working proficiency in English to allow you to engage in high-level academic discourse without any additional language coaching. If you are interested in taking the program fully online, you may enroll in courses via the Extension website at your convenience and on a quarter by quarter basis. You are not required to have a student visa while taking online courses from your home county. If you wish to apply for an F-1 student visa to study in person at UC Irvine Extension, you must formally apply to UC Irvine Extension’s International Programs and request an I-20. Please keep in mind that not all evening certificate programs are available to F-1 student visa holders based on the availability of classes that meet on campus. We cannot issue an I-20 for fully online programs. Please contact our International Programs office at uciesl@uci.edu or visit http://unex.uci.edu/international/ for more information.

8. Do you offer job placement at the end of the program?

No. While UCI Extension does not offer placement services, our certificate certainly puts you in a good position to find employment. Additionally, the networking to be done in the class can also be invaluable. Our advisors, instructors, and a good number of our students, are current professionals in the HR field, and are an excellent resource for hiring trends and opportunities.

9. Is UC Irvine Extension an accredited institution?

Yes. We are affiliated with the University of California system of schools, and are accredited through WASC. Extension programs are all approved by the respective school within UCI (ie – Human Resources Management classes are approved through UCI’s Paul Merage School of Business). For more information about UCI accreditation, please see the following link: http://www.accreditation.uci.edu

10. What is the “declaration of candidacy”? When do I have to complete it?

The declaration of candidacy can be thought of as declaring your major for the certificate program. This lets our student services know that you intend to complete the entire program, and puts you on track for the certificate when you have completed all requirements. We strongly recommend that you complete the declaration of candidacy and pay the applicable fee before enrolling into your third class.

Current and upcoming classes can be seen here: http://unex.uci.edu/areas/business_mgmt/hr/courses.aspx

If you have any additional questions, feel free to contact Daniel Powers:
(949) 824-5592
powersd@uci.edu