

## Frequently Asked Questions for Continuing & Professional Education

### **1. Are you accredited?**

We are accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as well as a few other accreditations that you can read about [here](#).

### **2. Are there requirements or prerequisites for taking your continuing education courses?**

Participants must be 16 years of age to participate in our continuing education courses. There are no other requirements.

### **3. How many credits are your courses worth?**

While many of our courses are 4 continuing education credits (CEUs), course credits may vary. Please check the course credit indicated within Canvas Catalog for each course.

### **4. What is a continuing education credit or CEU?**

One CEU is defined as 10 contact hours of participation in an organized continuing education experience. CEUs are not equivalent to semester credit hours and are not transferrable to degree programs at the Academy.

### **5. I'm a teacher and my district board has recommended your program so I can increase my tier for a pay increase, which courses do you recommend?**

Popular courses among teachers are Contemporary Sport Art: The Artist and the Athlete and Philosophy of Shaolin Kung Fu are a good start. Go to [Canvas Catalog](#) for our course and program offerings. We are adding new courses regularly.

### **6. How do I get a transcript for my CEUs?**

#### New Students

If you need an Academy transcript, you may access it through your [Canvas Catalog](#) account at any time.

#### Previous Students (prior to March 12 and Partner Program Students

If you have taken CE courses with us prior to our Canvas Catalog launch or you are purchasing CEUs through one of our partners and you need a transcript, you will need to order an Academy transcript. You can find all options and instructions for ordering [here](#). Transcripts may be ordered upon completion of a course(s) and will show continuing education units (CEUs) earned and, if applicable, any certificates/certifications.

**7. Are these courses facilitated?**

Our continuing education courses are self-directed and self-paced for your convenience unless otherwise stated in the course description.

**8. What kind of course materials are needed?**

Some courses include all reading materials, and those will be embedded in your course. Other courses require an additional textbook purchase; for those, you can purchase the book from any retailer and in any condition/format you choose (new/used, eBook/paper). The Academy bookstore does not stock CE textbooks.

**9. How long are the courses?**

Our courses and programs may vary in length. Please refer to the course description for each course and/or programs in Canvas Catalog.

**10. After I take your continuing education courses and earn a certificate will I be able to get a job, especially since I do not have a previous sports background?**

Check with your employer and other state agencies to verify. The value of any degree, certificate, course, etc. is largely determined by the receiving person/institution. Our programs are generally well-received and widely recognized in the United States and internationally.

**Payment Information**

**1. How much does a course or program cost?**

The cost of each course and any other fees associated are listed within the course description and varies depending upon the length of the course and instructional method.

**2. How do I pay for a course?**

Full payment of course tuition and fees are required at the time of registration. CE courses are not eligible for a payment program or financial aid.

Course fees may be paid by credit card through our Canvas Catalog payment system. If you experience any problems paying, please contact the student helpdesk at 251-626-3303 ext. 7149 or email [continuinged@ussa.edu](mailto:continuinged@ussa.edu) to arrange for other payment options. Please note that payment by phone is only available Monday through Friday 8:00 am – 4:45 pm CST.

### 3. Will the GI Bill go towards paying for these continuing education courses?

No, unfortunately the GI Bill is only applicable towards degree courses/programs.

#### Accessing your Course

##### 1. How do I access my course?

If you do not yet have a [Canvas Catalog](#) account, you will need to complete your registration to create a password and log in to catalog. You will not be able to begin a course or program until you have completed your registration.

Once you have completed registration, you may purchase courses by adding them to your shopping cart and completing the transaction. Purchased courses will be added to your **Student dashboard** and associated with your Canvas catalog account.

To access your student dashboard, click on your username link dropdown within Canvas catalog and select, "student dashboard"

From the Student Dashboard, you can view the courses and programs in which you are enrolled. Catalog organizes your course and program enrollments according to status. By default, the dashboard displays the In Progress tab.

To view your completed listings, click the Completed tab.

To view the listings that you did not complete within the allotted time, click the Not Completed tab.

#### Refunds

Post-secondary, non-degree self-paced courses are not eligible for a refund 48 hours after registration or if the course has been accessed in Canvas LMS.

If a Continuing Education course is canceled or dates/times of a course are changed by the University, a 100% refund of tuition and fees pertaining to that course will be made to the student.

All refund requests along with supporting documentation should be submitted to [continuinged@ussa.edu](mailto:continuinged@ussa.edu) for review by the Director of Professional Studies & Continuing Education.