Digital Photography Certificate Program Application

The intent of VSU's Digital Photography Certificate Program is to help you acquire a foundation of knowledge and skills in digital photography and camera operation. You have up to 18 months to complete these courses. For online courses, you must pass the final exams with a minimum grade of 75%. Check with the program manager for minimum completion requirements for classes held onsite. Use the *Course Checklist & Certificate Request* form below to keep track of your classes. Upon completion of all courses in the program, submit the *Course Checklist & Certificate Request* to VSU Continuing Education in order to receive your program certificate.

Name: _____ SS# Last 4 digits: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening/Cell Phone: _____

E-mail Address: _____

The signature of the program participant indicates he or she has read all the information and agrees to the following provisions:

1. The application form above must be completed in its entirety. VSU Continuing Education must be notified of any changes in address, phone number or email.
2. For the *Digital Photography Certificate*, three required courses and two elective courses must be successfully completed. This includes a <u>minimum</u> of 58 hours of required courses and 48 hours of elective courses (<u>minimum</u> of 106 hours total). Please see the list of courses on the *Course Checklist & Certificate Request* form below.
3. There is no fee for the certificate program itself; fees are charged for the individual courses taken. These are non-credit hours, and this is not a degree program. Federal financial aid is not available. Other types of student loans (e.g. Sallie Mae Smart Option) may apply.
4. Exceptions, if any, to the course requirement specifications must be approved by the Program Manager, Continuing Education.

5. The time requirement of 18 months for completion may be extended due to extensive illness or other necessary administrative reasons with approval by the Program Manager, Continuing Education.
6. VSU Continuing Education reserves the right to amend our policies regarding the *Digital Photography Certificate Program* at any time and will contact those participants who may be affected by any policy adjustments.
7. A certificate will be given upon successful completion of all courses in the program and submission of the *Course Checklist & Certificate Request* form. Valdosta State University Continuing Education will retain a permanent record of all courses taken.
8. This certificate program is designed to enhance your basic understanding of and proficiency in digital photography skills. Valdosta State University Continuing Education does not guarantee employment or job advancement upon completion of this program.

Signed: _____ Date: _____
      Participant

Signed: _____ Date: _____
      Program Manager, Continuing Education

Office Use Only

Program Beginning Date: _____

Program Completion Date: _____

Date Request for Certificate Received: _____

Minimum requirements met: ____ Yes   Date Certificate Issued: _____

                     ____ No   Reason: _____

Course Checklist & Certificate Request

Digital Photography Certificate

Required Courses	✓	Contact Hours	Date Started	Date Finished	Grade
Fundamentals of Digital Photography**		10 hours			
Mastering Your Digital SLR Camera		24 hours			
One of the following:		24 hours			
> Photoshop CS6 for the Digital Photographer		24 hours			
> Photoshop Elements 11 or 12 for the Digital Photographer		24 hours			
> Intro to Lightroom 4 or 5		24 hours			

Elective Courses (Choose any 2)*					
Travel Photography for the Digital Photographer		24 hours			
Photographing Nature with Your Digital Camera		24 hours			
Photographing People with Your Digital Camera		24 hours			

*Additional elective courses may be added. Some courses may be discontinued.

**Indicates classes that are held onsite at the Regional Center for Continuing Education.

I have successfully completed the required and elective courses for (check one):

_____ Digital Photography Certificate Program

I hereby request my completion certificate.

Name: _____ Date: _____

Signature: _____