

## Frequently Asked Questions:

### 1. What is noncredit?

Noncredit courses are offered to students without the expense of enrollment fees and designed to help students reach personal, academic, and professional goals.

Noncredit courses often serve as a point of entry for underserved students as well as a transition point to prepare students for credit instruction.

### 2. Why noncredit?

The focus of noncredit courses is on skill attainment for either College Preparation or Career Development, not grades or units. These courses are repeatable and not affected by the 30-unit basic skills limitation. Noncredit programs or certificates can be designed to prepare students for credit programs or employment, ranging from elementary to pre-collegiate skill development, and can be designed to bridge education with career pathways through Career Training preparation, practice and certification.

Noncredit is affordable as it is FREE to students and it does not count towards financial aid, allowing students the chance to save their allowed financial aid units for other courses.

Offering courses as Noncredit can give you some flexibility, as noncredit can be scheduled to meet at specific times or can be offered in an open entry/ open exit format. Noncredit students still have access to counseling and Student Services.

### 3. What are the key differences between credit and noncredit?

Credit	Noncredit
Students earn Degrees and Certificates of Achievement	Students earn certificates of completion and competency
Courses generates apportionment; student fees apply	Courses generates two levels of apportionment (noncredit and enhanced noncredit); no student fees apply
Degree applicable and non-degree applicable	Enhanced noncredit is tied to Career Development and College Preparation (CDCP)
Unit bearing	No units
Courses are not repeatable (with exceptions)	Courses are repeatable
Approval for curriculum: Curriculum Committee, Governing Board, Chancellor's Office	Approval for curriculum: Curriculum Committee, Governing Board, Chancellor's Office

### 4. What are the Noncredit Categories that eligible for State Funding according to Title 5 Section 58160? What about enhanced noncredit categories?

There are 10 Noncredit Categories eligible for State Funding. Underlined are the categories eligible for enhanced funding under AB86.

- English as a Second Language

- Immigrant Education (including citizenship)
  - Elementary and Secondary Basic Skills (including supervised tutoring)
  - Health and Safety
  - Courses for Adults with Substantial Disabilities
  - Parenting
  - Home Economics
  - Courses for Re-entry students related to Career Development
    - Eligible for Enhanced funding if primarily related to workforce entry or reentry
    - Eligible for Enhanced funding if primarily designed to develop knowledge and skills to assist K-12 students
  - Short-Term Vocational, including apprenticeship
  - Workforce Preparation
- No State apportionment for students attending noncredit courses in physical education and dance.

**5. Do students get a grade for noncredit courses?**

Students can receive grades but they will not be reflected in a student's GPA. Noncredit courses have the following grading options:

- No grade
- Standard letter-grades or Pass/No Pass
- Progress Indicators (Satisfactory Progress)
- Feedback essential to student learning.

**6. Do we always have to collect attendance?**

Yes! Every day, every hour, attendance must be collected. Noncredit is positive attendance only. Attendance options can be set up with Open Entry/Open Exit or through managed enrollment, such as scheduled days/times. The exact hours of student attendance needs to be recorded every day for every student enrolled in each section of the course (often done through SARS). These attendance records need to remain on file for 4 years after the term ends.

Noncredit Distance Education and Hybrid classes can be offered. If noncredit is in this mode, attendance is collected through the use of two census dates, one near beginning of term and one near end.

**7. Do we need FTEF in order to offer noncredit courses?**

Yes! FTEF is needed to offer noncredit courses.

**8. How much FTES is generated based on noncredit hours?**

525 hours of instruction (positive attendance) = 1 unit of FTE

Based on the number of total hours that students attend, with attendance taken each course meeting, and then divide by 525 to get the equivalent FTE.

**9. What is the relationship between FTEF and FTES?**

FTEF is Full Time Equivalent Faculty – 30 CAH per year for a full timer.

FTES is Full Time Equivalent Student – 525 total noncredit contact hours of noncredit (or 15 total student weekly contact hours for 35 weeks – i.e. WSCH).

Do we need productivity on here?!

**10. How are faculty compensated for NonCredit?**

**11. What is enhanced noncredit?**

**12. What is a TOP CODE?**

**13. How do students enroll for noncredit?**

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