



# STUDENT HANDBOOK

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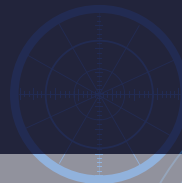


# INTRODUCTION

The Transportation Leadership Graduate Certificate (TLGC) Program is a post-baccalaureate certificate program designed to address the growing knowledge gap between newer technical professionals with limited experience and senior level management transportation professionals and industry leaders.

Completely online, the TLGC program creates access to graduate-level courses at some of the nation's premier universities.

This handbook centralizes information that students need in a concise and user-friendly format through interactive links, checklists and a frequently asked questions section.





# APPLICATION PROCESS

REGISTER  
HERE

1. Register to provide your information and create an account. You will be contacted by a TLGC representative with more information about the program. If you have questions about whether or not you are qualified, we will be happy to assist you.

PAY HERE

2. Pay your registration fee of \$450 through the secure TLGC site. This fee covers the administrative costs of running the program and providing support to students.

3. Submit an official transcript of your Bachelor's Degree  
TLGC Program Coordinator

P.O. Box 6050, Dept. 2880

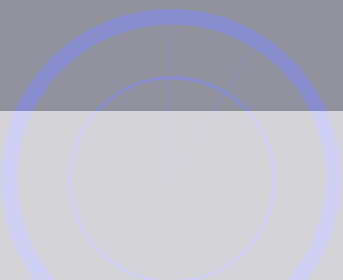
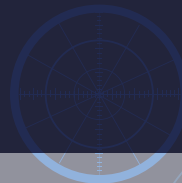
Fargo, ND 58108-6050

or by fax 701-231-7067



# ENROLLMENT CHECKLIST

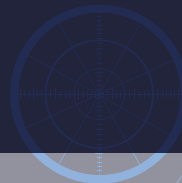
- 1. Select a course from the Course Catalog.
- 2. Use the link provided on the course page to go to the university's admission page.
- 3. Enroll with the university from which the course is offered as a Non-Degree or Non-Matriculating Student.
- 4. Follow the university's specific enrollment procedures to register for the course.
- 5. Log into your TLGC account and report your course registration.





# CERTIFICATE COMPLETION

- 1. Successfully complete four (4) courses with a grade of “B” or better. At least two (2) courses must be labeled as “core courses.”
- 2. After completing four (4) courses, email the TLGC Program Coordinator with an address to which the certificate should be sent and the names of courses completed.
- 3. Send official transcript(s) showing course completion from each university to  
TLGC Program Coordinator  
P.O. Box 6050, Dept. 2880  
Fargo, ND 58108-6050  
or by fax 701-231-7067



# FAQS

**1. Who sponsors the program?**

The Regional University Transportation Centers.

**2. Is financial aid available?**

The TLGC does not offer financial aid. Ask your employer about continuing education reimbursement.

**3. Do I need to take the GRE or GMAT?**

Since you are a non-degree-seeking student, the test is not required.

**4. Can I transfer credits to the TLGC Program?**

Only courses that are approved by the TLGC Curriculum Committee count toward the certificate. Please contact the TLGC Program Coordinator.

**5. Can I transfer TLGC credits to a degree program?**

Most likely. Contact the university where you want to transfer credits as each has its own policies.

# FAQS

## **6. What does the program cost?**

The \$450 registration fee covers administrative costs. In addition, you will pay tuition, which varies at each institution. [View approximate costs.](#)

## **7. What classes are offered through the TLGC?**

Courses are offered based on the availability of the professor. [View a list of past courses.](#)

## **8. How long does it take to complete the program?**

You determine how many courses you will register for each semester, which allows you to control your pace.

## **9. How can I obtain proof of my registration?**

Contact the TLGC Coordinator for proof that you are registered for the TLGC. Contact the university for proof of your course registration.



# CONTACT INFORMATION

**TLGC Program Coordinator Email:**

NDSU.TLGC@ndsu.edu

**TLGC Program Coordinator Phone:**

701-231-7938 or 701-231-5495

**TLGC Program Fax:**

701-231-7067

**TLGC Program Mailing Address:**

TLGC Program Coordinator  
P.O. Box 6050, Dept. 2880  
Fargo, ND 58108-6050