

Admission, Enrollment & Registration

A student is permitted to be registered in only one professional education program at a time.

On-campus courses may be held in any classroom building on campus based on availability, enrollment, and technology needs. Courses may also be offered off-campus at third-party facilities or on-site at corporations or other organizations. Online classes are offered through a learning management system (LMS) for which a student is assigned a unique login and password.

The enrollment process varies based on the type of student:

Courses Offered On-Campus/Off-Campus/On-Site at Organizations

Prospective students interested in taking on-campus/off-campus/on-site non-credit professional programs may enroll online at cps.villanova.edu. Individuals must submit the appropriate and necessary documentation and payment if required, for the intended program. Once processed, students receive electronic confirmation of their enrollment and are billed any remaining tuition as appropriate.

Paralegal Students

Prospective students for the American Bar Association (ABA®) approved Paralegal Professional certificate program may apply online at cps.villanova.edu. Application materials are reviewed to determine qualifications for admission and students are admitted or denied accordingly. Paralegal students are admitted to a cohort and follow a predetermined schedule.

Addiction Studies and Recovery Specialist Students

Prospective students interested in a counseling certificate program or individual courses in Addiction Studies may apply online at cps.villanova.edu. Application materials are reviewed to determine qualifications for admission and students are admitted or denied accordingly.

Online Courses and Programs (not including VIISTA, Fundraising, PayTrain® and CMA®)

Prospective students interested in online courses or programs should visit www.villanovau.com for enrollment options. They may enroll online or through a Student Success Representative. Prospective students will then complete and submit an Acknowledgement of Program Enrollment (AOPE) and/or an Intent to Enroll Form (ITE) (course level) which will be followed by the billing process.

Students retain access to the course through the online LMS for a period of 12 months after the first day of their course. Once the course is complete, this access is “read only”.

PayTrain® and CMA® Students

Prospective students interested in taking an online PayTrain® and/or CMA® course may enroll online at cps.villanova.edu. Individuals may be requested to submit an upfront payment or non-refundable deposit at the time of enrollment. Once processed, students receive electronic confirmation of their enrollment and are billed any remaining tuition as appropriate.

Women's Leadership Development Students

Prospective students interested in enrolling in the Women's Leadership Development program should visit cps.villanova.edu. Application materials are reviewed to determine qualification and students are admitted or denied accordingly.

All programs, except the Paralegal Professional, Addiction Studies and Recovery Specialist certificate, and Women's Leadership Development programs follow an open, non-competitive admissions model where qualifying documentation is not required. However prospective students must complete the registration form by the noted deadline and meet all prerequisite requirements.

The Women's Leadership Development, Paralegal Professional, Addiction Studies and Recovery Specialist certificate programs have specific admission requirements. Please see the CPS website for details. Applications are reviewed by the Admissions & Enrollment team on a rolling basis, as they are received. Applications submitted after the cohort is at capacity or after the posted deadline will be considered for the next session in which the program is offered. All admissions decisions are sent electronically. Individuals accepted in a program are asked to confirm their intent to enroll. Upon doing so, a seat deposit may be required.

After confirming intent to enroll, students who wish to defer their start date to a later semester may apply for a deferment. Requests to defer admission are reviewed on a case by case basis and may be granted for reasons including illness, military service or other extenuating circumstances. Supporting documentation may be requested with the application for deferment. The deadline for the application of deferment is the same date as the add/drop deadline for a student's class for the current semester. Failure to meet these terms may result in the revocation of admission. In such a case, an applicant will need to reapply.

Professional education courses are generally offered as part of a program. Some courses may be taken as individual courses that are not part of a program. Individuals may be restricted from enrolling in the latter if they are receiving tuition benefits from a third-party. Students are encouraged to check any benefit restrictions from corporations, agencies and/or organizations from which they are receiving tuition assistance.

Payment options and payment due dates vary between single courses and programs; the enrollment system and/or the Student Success Representative will provide all requisite details. Until payment or payment arrangements are made, registration is not guaranteed, particularly for high-demand courses.

Registration opens approximately two months prior to course start. During this time, students are registered for courses by their online Student Success Representative or on-campus Program Coordinator according to the requirements of their program. To ensure balanced class sizes across multiple sections of the same course, CPS reserves the right to re-assign students accordingly up until the start of the course. Due to unforeseen circumstances, CPS may also need to reassign an instructor prior to the start or during the class session.

Students who previously enrolled or applied to a certificate course or program and who would like to enroll or apply to another course or program are required to complete the requisite enrollment/application forms for the new certificate course or program.

For further information about admission, enrollment, and registration, students should contact their Program Coordinator (on-campus/off-campus/on-site programs) or their online Student Success Representative.