

## Engineering Project Management Certificate Program (EPMCP)

### Frequently Asked Questions (FAQ)

#### APPLICATION

**Q1:** I have already taken a class that counts towards EPMCP, can I still apply?

**Ans:** *Yes. You can still apply.*

**Q2:** It is my last semester, can I apply now?

**Ans:** *Yes. But please note that the application deadline is November 1 (Fall semester), March 1 (Spring semester), and July 1 (Summer semester).*

**Q3:** Do I really have to type-in my application or can I just write neatly?

**Ans:** *Yes. You will need to type the application in either the MS Word or PDF file (see ESSAP website to download the application file). Handwritten applications will not be processed.*

**Q4:** I have submitted the application; will I receive the confirmation that I am accepted into the program?

**Ans:** *No. We will contact you only if there are some problems with the content of your application, such as failure to meet the requirements specified on the application form.*

**Q5:** I am not an engineering undergraduate student at TAMU, can I still apply?

**Ans:** *No. The program is designed only for engineering undergraduate student at TAMU.*

**Q6:** Where do I submit the application form?

**Ans:** *You need to submit the application form(hard copy) to Dr. Damjanovic for processing. You can find a metal drop box at the desk of Ms. Vickie Garcia in the 7<sup>th</sup> floor suite of the CE/TTI building. The box is labeled "Engineering Project Management Certificate".*

**Q7:** I forgot to apply before graduation, but I meet all the EPMCP requirements, can I still receive the certificate?

**Ans:** *No. You need to apply for the certificate while you are still a student at TAMU.*

#### CLASSES

**Q8:** How do I register for business elective classes?

**Ans:** *You need to contact Ms. Kristi Mora at the Mays School (k-mora@tamu.edu).*

**Q9:** Can you force me into classes that count towards the certificate including CVEN/ISEN/MEEN333?

**Ans:** *No. I have no authority to force you into EPMCP classes. You need to contact the class instructor directly.*

**Q10:** Can ISEN302 be used for meeting the certificate requirements instead of ISEN303?

**Ans:** *No.*

## **WORKSHEET**

**Q11:** When and to whom should I submit the worksheet?

**Ans:** *You should submit the worksheet to Dr. Damnjanovic for processing after you receive an email from him requesting you to do so. You can find a metal drop box at the desk of Ms. Vickie Garcia in the 7<sup>th</sup> floor suite of the CE/TTI building. The box is labeled "Engineering Project Management Certificate". Submit your documents there.*

**Q12:** Can I submit the worksheet earlier than the last semester?

**Ans:** *No. You should submit the worksheet to Dr. Damnjanovic after you receive an email from him requesting you to do so.*

**Q13:** It is my last semester, but I have not received the email requesting that I submit the worksheet?

**Ans:** *Contact Dr. Damnjanovic ASAP if you have not received this email before November 1 (for Fall semester), March 1 (for Spring semester), and July 1 (for Summer semester).*

**Q14:** What do I write in the worksheet for the classes that I am currently taking?

**Ans:** *You should write "in progress"*

## **CERTIFICATE DOCUMENTS**

**Q15:** How and when do I receive the certificate?

**Ans:** *You will receive the certificate from the undergraduate advising office in your department only after you officially graduate. To make delivery/ mailing arrangements contact them directly.*

**Q16:** Will the certificate show in my transcripts?

**Ans:** *Yes. It will be recorded. That typically occurs few months after you graduate. Contact ESSAP if you have any questions about transcripts.*