

Distance Learning, CPE Frequently Asked Questions



1. Am I registering for semester or quarter credits? **Quarter**
2. How are quarter credits equivalent to semester credits?
5 Quarter Credits = 3.33 Semester Credits
3 Quarter Credits = 2 Semester Credits
1 Quarter Credit = .67 Semester Credit
3. How long does a course take to complete?
You can expect about 20 hours per credit. The courses are designed to work at your own pace. See course details for due dates and completion time.
4. What does “up to one year” mean?
For courses that list completion time of “up to one year” you will have 365 days from your course start date (the day you register) to complete the course.
5. Are there any additional costs?
Additional materials vary from course to course. The course materials you receive will include directions if you need to purchase anything additional.
6. If I take a class through a “partner” will I still receive SPU Graduate-Level credit? **Yes. Make sure to follow all directions when registering with a partner as you may need to register additionally with SPU to receive credit.**
7. Are these graduate-level courses?
Yes. The Distance Learning courses are 5000 Graduate-Level. However, they do not apply towards a degree unless it has been cleared and approved by your advisor. The purpose of these credits is for continuing education/professional development.
8. Are the courses online or on campus?
The courses are all correspondence which can include printed materials received via US Post, online, or video modules. Some courses take place on Blackboard and have specific begin and end dates.
9. How do I register for a course? Are there any registration fees?
You can register by calling 800/348-3848, mailing in the registration form found [online](#) or in our Spiral Bulletin. You can also register online for the majority of our courses at: www.spu.edu/cpereregistration. There are no registration fees.
10. Is there financial aid available?
Distance Learning courses are not eligible for financial aid and they do not qualify for loan deferment. The full cost of the course is required at the time of registration. We accept check, purchase order, and VISA or MasterCard.
11. How can I get a transcript?

To view your transcript you can access your account online by following the helpful tips [here](#). You can also find more information on how to order a transcript [here](#).

12. I need a receipt for my course – how do I get one?

If you register online, a receipt will automatically be emailed to you. At the time of registration you may request a receipt be sent to you. If you registered by mail or phone and didn't request a receipt please email Student Financial Services at sfs-info@spu.edu to request a receipt copy be sent to you.