



Correspondence Courses

Frequently Asked Questions

1. What is a correspondence course?

A correspondence course is a self-study course where a school ships physical study materials (textbooks, learning guides, exams) to a student's location. The student does not attend class on campus. When the student finishes a portion of the course, he or she completes an exam and returns it to the school for grading.

At the end of the course, the student completes a final exam and is awarded a grade for the course. The student's grade and completion status are kept on file at the school. The student may request a transcript indicating completion of the course.

2. How does a correspondence course work?

Correspondence courses are self-study. This means you learn independently, studying at your own pace. Each course has a Learning Guide with step-by-step directions and practice exercises. The Learning Guide also contains Unit Exams and a Final Exam. You may take these exams on an open-book basis.

Your shipment of materials includes exam answer sheets and return envelopes. When you complete Unit Exams and the Final Exam, simply mail your answer sheets back in the pre-addressed envelope. Your exams will be scored, and your grade reported to you.

3. How do I enroll?

You may enroll by any of the methods described on this page: <https://www.century.edu/continuing-education>

Current course offerings are found here:

https://mnsctu.rschooltoday.com/public/getclass/category_id/351/program_id/4/subcategory_id/3785

4. How do I get my materials?

Once your registration is completed, Century College will ship textbooks and materials to you.

5. When I complete a correspondence course, what do I earn?

You are awarded a Certificate of Completion and a specific number of occupation-related hours to be used toward Apprenticeship program requirements.

6. What is an Apprenticeship program?

An Apprenticeship Program is a combination of on-the-job training (OJT) and related hours of instruction under the supervision of a trade professional in which workers learn the practical and theoretical aspects of a highly skilled occupation.

7. Do I have to be a Registered Apprentice to take a correspondence course?

No, anyone may take these correspondence courses.