

Step-by-Step Guide for GHS employees Applying to the Graduate Certificate in Clinical & Translational Research

Step #1: Review the program brochure and schedule of classes. Contact Dr. Ron Gimbel (rgimbel@clemson.edu), physician champion Dr. David Cull (dcull@GHS.org), or nursing champion Dr. Joy Green-Hadden (JGreenHadden@ghs.org) with any questions. When you are satisfied, proceed to step #2. You MUST have a minimum of an earned bachelor's degree to apply.

Step #2: Apply for GHS tuition assistance at this site: <http://university.ghs.org/clinical-translational-research-certificate/> . Please answer all of the questions and attach your cv/resume as requested. Push the submit button. Your application will be reviewed and you will receive a timely decision on whether GHS will fund your participation via tuition assistance program. Once you receive notification of GHS tuition assistance acceptance, move to step #3.

Step #3: Contact Ms. Rebecca Moses (Coffey) at Coffey2@clemson.edu and request an assigned "code" that when entered in the Clemson University Graduate School application process (step #4) will waive off the \$60 application fee.

Step #4 (final): You need to apply to the Clemson University Graduate School as a student in the Graduate Certificate in Clinical & Translational Research program. Visit <http://www.clemson.edu/hehd/departments/public-health/academics/certificate-programs/graduate-certificate-clinical-translational-research.html> and hit the large blue "Apply Now" button at the bottom. This will take you to the Graduate School application system where you will create an account, answer few basic questions, and enter the code for waiver of the \$60 fee. You will be required to submit a formal undergraduate or graduate transcript indicating your grades and degree completion (an accreditation requirement). You will receive notification when you are accepted.

Course Enrollment: Once you are accepted as a graduate student you will be automatically enrolled in the part-time (21-month) option (unless approved for the 12-month accelerated option by Dr. Gimbel). Registration questions should be addressed to Ms. Rebecca Moses (Coffey) at Coffey2@clemson.edu.