

## Business Certificate FlexPace™ Advising Guide

Expand your skills and increase your career potential with a strong foundation in business fundamentals, technology, management, and marketing taking one class at a time with a cohort of fellow learners! Take the first step toward a two- or four-year degree. All courses in the Business Certificate count toward Riverland's Associate in Science (AS) Business Degree.

### Program Guidelines:

If you can answer yes to all the following statements, then FlexPace is an option you should consider. If not, you should consider the regular Business Certificate program.

- Work full-time and cannot attend traditional classes
- Willing to commit time each week to studying and completing course activities
- Want to advance my career or move into another position
- Committed to a fast-paced learning environment
- Am a motivated, disciplined individual and a self-starter
- Will enroll in the eight courses included in the FlexPace program

**Location:** This program is offered online only with Fall starts.

### Steps to enroll in Riverland's Business Certificate FlexPace™ Program:

1. Complete online FlexPace™ Web Inquiry form (this will identify you as a potential candidate)
2. Review the Frequently Asked Questions document
3. Apply to Riverland – <http://www.riverland.edu/admissions/apply-to-riverland/>
4. Submit high school and college transcripts – <http://www.riverland.edu/admissions/admissions-checklist/>
5. Complete and submit FlexPace™ Employment Verification form
6. Complete financial aid application – <https://fafsa.ed.gov/>
7. Register for Accuplacer (Math and Reading) Test and New Student Registration  
<http://www.riverland.edu/admissions/accuplacer-placement-testing/> For students entering the program, an Accuplacer Reading score of 63 is prerequisite. (See note below)
8. Register for classes (completed at the New Student Registration)

Enrollment is limited, so it is important to complete the admission/registration process in a timely fashion.

### Additional information on Accuplacer Test Scores

#### Accuplacer Reading Comprehension Placement (Scores are valid for 3 years)

English Courses:

- 78 to 120 Freshman English (ENGL 1101)
- 63 to 77 College Prep English II (ENGL 0960)
- 52 to 62 College Prep English I (ENGL 0950)
- 0 to 51 Meet with Riverland staff to discuss options including: preparation for retest, work with your community Adult Learning program, or explore the ESLA Program.

Business and Liberal Arts Courses: A score of 63 or higher indicates that you are prepared to register for any Business or Liberal Arts courses without prerequisites.

#### Accuplacer Math Placement (Scores are valid for 2 years)

College Algebra (MATH 1110):

- 63 to 120 Reading Comprehension AND
- 76 to 120 Elementary Algebra AND
- 50 to 120 College Level Math

Contact the Adult Learning program in your community OR a Riverland Counselor or Enrollment Advisor at 507-433-0600

- 0 to 69 Arithmetic Students...use the Math Center for assistance with solving math problems and understanding math concepts while you are taking your math courses. Walk-ins are welcome.