



**Admissions and Records Office**  
 2600 Mission Bell Dr.  
 San Pablo, CA 94806  
 510.215.6027 • fax 510.412.0769

## Petition for Certificate of Achievement/Accomplishment

(Instructions on back)

Date Stamp

Semester you will graduate (see back for deadlines):

- Fall    Spring    Summer

Print your full name "EXACTLY" as you would like it to appear on your certificate:

First
Middle
Last

Student ID # \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  

Street Name
Apartment #
City
State
ZIP Code

Do you have transfer credit from another college that will apply to this Certificate?  Yes  No

If yes, are your official transcripts on file in A&R?  Yes  No

List Colleges: \_\_\_\_\_

Do you have AP, CLEP or IB Credits to apply?  Yes  No      Are you a veteran?  Yes  No

<b>CERTIFICATES OF ACHIEVEMENT</b>	<b>Computer Information Systems</b>	<b>CERTIFICATES OF ACCOMPLISHMENT</b>
<p><b>Administration of Justice:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Correctional Specialist</li> <li><input type="checkbox"/> Corrections</li> <li><input type="checkbox"/> Forensic Criminalist</li> <li><input type="checkbox"/> Law Enforcement</li> <li><input type="checkbox"/> Pre-Law Studies</li> <li><input type="checkbox"/> Police Services Specialist</li> <li><input type="checkbox"/> Security Specialist</li> </ul> <p><b>Automotive Services</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Automotive Collision Repair Technology</li> <li><input type="checkbox"/> Automotive Hybrid Technician</li> <li><input type="checkbox"/> Automotive Service Technician</li> <li><input type="checkbox"/> Chassis Level I Technician</li> <li><input type="checkbox"/> Powertrains Level 1 Technician</li> <li><input type="checkbox"/> Automotive Collision Repair- Damage Estimator</li> </ul> <p><b>Biological Science</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Biotechnology Assistant</li> <li><input type="checkbox"/> Biotechnology Technician</li> <li><input type="checkbox"/> Pre-Allied Health</li> </ul> <p><b>Business</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Accounting Technician</li> <li><input type="checkbox"/> Business Administration</li> <li><input type="checkbox"/> Business Management</li> </ul> <p><b>Business Office Technology</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Administrative Assistant</li> <li><input type="checkbox"/> General Office</li> </ul> <p><b>Computer &amp; Communications Technology</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Network Technology</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Computer Operations</li> <li><input type="checkbox"/> Computer Programming</li> </ul> <p><b>Culinary Arts</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Classical/Modern Food Preparation &amp; Restaurant Training</li> <li><input type="checkbox"/> Training in Pastry &amp; Baking Skills</li> </ul> <p><b>Early Childhood Education</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Early Childhood Education</li> <li><input type="checkbox"/> Associate Teacher-Preschool</li> <li><input type="checkbox"/> Associate Teacher – School Age Children</li> <li><input type="checkbox"/> Montessori Education: Preschool Teacher</li> <li><input type="checkbox"/> Montessori Education: Preschool Teacher</li> </ul> <p><b>Automotive Services</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Auto Technology</li> <li><input type="checkbox"/> Auto Collision Repair Technology</li> </ul> <p><b>Emergency Medical Services</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Emergency Medical Services</li> </ul> <p><b>Engineering</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Engineering</li> </ul> <p><b>Health &amp; Human Services</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Human Services</li> <li><input type="checkbox"/> Dual Diagnosis Specialization</li> </ul> <p><b>Journalism</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Journalism</li> </ul> <p><b>Liberal Arts</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Science, Technology, Engineering and Math</li> </ul> <p><b>Media</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Digital Film Production</li> </ul> <p><b>Medical Assisting &amp; Office Technician</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Medical Assisting &amp; Office Technician</li> <li><input type="checkbox"/> Health Navigator</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Computer Repair Technology</li> <li><input type="checkbox"/> Fiber Optic/Copper Network Structure</li> <li><input type="checkbox"/> Network Communication Technology</li> <li><input type="checkbox"/> Security Systems/Home &amp; Small Business</li> <li><input type="checkbox"/> Wireless Networks/Home &amp; Small Business</li> <li><input type="checkbox"/> Basic Food Service</li> <li><input type="checkbox"/> Restaurant Management</li> <li><input type="checkbox"/> Advanced ESL</li> <li><input type="checkbox"/> High-Intermediate ESL</li> <li><input type="checkbox"/> Low-Intermediate ESL</li> <li><input type="checkbox"/> Geographical Information Systems</li> <li><input type="checkbox"/> Dual Diagnosis Screening (HHS)</li> <li><input type="checkbox"/> Peer Support Services (HHS)</li> <li><input type="checkbox"/> Psychosocial Rehabilitation (HHS)</li> <li><input type="checkbox"/> Substance Abuse Case Management (HHS)</li> <li><input type="checkbox"/> Medical Terminology</li> <li><input type="checkbox"/> Fitness Trainer</li> <li><input type="checkbox"/> Personal Training Prep Course</li> </ul> <p style="margin-top: 20px;">The programs in this column are not eligible for financial aid.</p>

Student Signature: \_\_\_\_\_

**Instructions:** Please complete this form with the help of your counselor. You may graduate with multiple certificates and degrees. If you also want to receive a degree for the certificate you are applying for, please complete the *Petition for Degree* form as well. We strongly recommend that you check your student planning on WebAdvisor to check your progress before meeting with a counselor.

**Filing Deadlines:** Submit your Petition for Certificate to Admissions and Records by the following deadlines:

- March 1: Graduating Spring and participating in Graduation Ceremony in May
- April 1: Graduating Spring without participating in Graduation Ceremony in May
- July 1: Graduating Summer
- November 1: Graduating Fall

**Graduating with Honors:**

**Honors Graduate:** Earning a cumulative GPA between 3.25 and 3.74 in all degree applicable units

**President's Scholar:** Earning a cumulative GPA of 3.75 or higher in all degree applicable units

**Catalog Rights:** If continuous enrollment is maintained by enrolling in at least one course at CCC, DVC, or LMC in an academic year (Summer, Fall, Spring) students are guaranteed rights to the catalog requirements in effect during their initial term of enrollment. Should catalog requirements change while continuous enrollment is maintained, students may utilize any subsequent catalog in effect to graduate. **Students may not use a different catalog to graduate with a degree once a certificate is awarded.**

**Graduation Checklist:** Use the following checklist to make sure that you have completed all steps necessary to complete your degree evaluation.

- 1. I have met the minimum number of units required from Contra Costa College to meet the residency requirement.
- 2. I have completed all requirements with a "C" grade or higher
- 4. I have official transcript from other institutions attended on file with Admissions and Records Office
- 5. I have AP/CLEP/IB documents on file with Admissions and Records Office
- 6. I have recently met with a counselor to review the completion of degree requirements

**Printing of Certificates:**

At the end of the semester, your evaluator will review the grades received for the semester. This process takes 6-8 weeks to complete. You will receive an email notification when your certificate is ready for pick up.