



**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>CERTIFICATES OF ACCOMPLISHMENT</b>
<ul style="list-style-type: none"> <li><b>Administration of Justice:</b></li> <li>┆ Correctional Specialist</li> <li>┆ Corrections</li> <li>┆ Forensic Criminalist</li> <li>┆ Law Enforcement</li> <li>┆ Pre-Law Studies</li> <li>┆ Police Services Specialist</li> <li>┆ Security Specialist</li> <li><b>Automotive Services</b></li> <li>┆ Automotive Collision Repair Technology</li> <li>┆ Automotive Hybrid Technician</li> <li>┆ Automotive Service Technician</li> <li>┆ Chassis Level I Technician</li> <li>┆ Powertrains Level 1 Technician</li> <li>┆ Automotive Collision Repair- Damage Estimator</li> <li><b>Biological Science</b></li> <li>┆ Biotechnology Assistant</li> <li>┆ Biotechnology Technician</li> <li>┆ Pre-Allied Health</li> <li><b>Business</b></li> <li>┆ Accounting Technician</li> <li>┆ Business Administration</li> <li>┆ Business Management</li> <li><b>Business Office Technology</b></li> <li>┆ Administrative Assistant</li> <li>┆ General Office</li> <li><b>Computer &amp; Communications Technology</b></li> <li>┆ Network Technology</li> </ul>	<ul style="list-style-type: none"> <li><b>Computer Information Systems</b></li> <li>┆ Computer Operations</li> <li>┆ Computer Programming</li> <li><b>Culinary Arts</b></li> <li>┆ Classical/Modern Food Preparation &amp; Restaurant Training</li> <li>┆ Training in Pastry &amp; Baking Skills</li> <li><b>Early Childhood Education</b></li> <li>┆ Early Childhood Education</li> <li>┆ Associate Teacher-Preschool</li> <li>┆ Associate Teacher – School Age Children</li> <li>┆ Montessori Education: Preschool Teacher</li> <li>┆ Montessori Education: Preschool Teacher</li> <li><b>Automotive Services</b></li> <li>┆ Auto Technology</li> <li>┆ Auto Collision Repair Technology</li> <li><b>Emergency Medical Services</b></li> <li>┆ Emergency Medical Services</li> <li><b>Engineering</b></li> <li>┆ Engineering</li> <li><b>Health &amp; Human Services</b></li> <li>┆ Human Services</li> <li>┆ Dual Diagnosis Specialization</li> <li><b>Journalism</b></li> <li>┆ Journalism</li> <li><b>Liberal Arts</b></li> <li>┆ Science, Technology, Engineering and Math</li> <li><b>Media</b></li> <li>┆ Digital Film Production</li> <li><b>Medical Assisting &amp; Office Technician</b></li> <li>┆ Medical Assisting &amp; Office Technician</li> <li>┆ Health Navigator</li> </ul>
	<ul style="list-style-type: none"> <li>┆ Computer Repair Technology</li> <li>┆ Fiber Optic/Copper Network Structure</li> <li>┆ Network Communication Technology</li> <li>┆ Security Systems/Home &amp; Small Business</li> <li>┆ Wireless Networks/Home &amp; Small Business</li> <li>┆ Basic Food Service</li> <li>┆ Restaurant Management</li> <li>┆ Advanced ESL</li> <li>┆ High-Intermediate ESL</li> <li>┆ Low-Intermediate ESL</li> <li>┆ Geographical Information Systems</li> <li>┆ Dual Diagnosis Screening (HHS)</li> <li>┆ Peer Support Services (HHS)</li> <li>┆ Psychosocial Rehabilitation (HHS)</li> <li>┆ Substance Abuse Case Management (HHS)</li> <li>┆ Medical Terminology</li> <li>┆ Fitness Trainer</li> <li>┆ Personal Training Prep Course</li> </ul> <p style="margin-top: 10px;">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. If you also want to receive a degree for the certificate you are applying for, please complete the *Petition for Degree* form as well.

**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
- July 15: Graduating Summer
- October 15: Graduating Fall

**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 completed all requirements with a “C” grade or higher
- 2. I have completed 25% of the major requirements at Contra Costa College
- 3. I have official transcript from other institutions attended on file with Admissions and Records Office
- 4. I have AP/CLEP/IB documents on file with Admissions and Records Office
- 5. 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.