



Solano Community College Petition for Certificate of Achievement

Rec'd By: _____ Via: _____

Note to Applicant issued: Yes No

Date: _____

(Note: Job Direct Low Unit Certificates have their own form.)

READ information below before completing application. Check for accuracy before submitting.

This petition should be submitted during the semester you are completing your final requirements. If you have missed that opportunity, you may file during any subsequent semester.

Checklist:

- Have you met with a Counselor to confirm completion of your certificate requirements? Yes No
- Did you complete **all** of your certificate requirements at SCC? Yes No
If No, list other colleges attended: _____
- All relevant **official** transcripts from other colleges are on file with Admissions & Records. Yes No N/A
- Did you submit a Substitution/Waiver of Requirements Petition? Yes No N/A

***If the address on your permanent record does not match the address you list on this form, may we have permission to update your record?**
Yes No

Certificate Completion Term: <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring		20____ (YEAR)
(Required) SCCID:	Required) SSN#:	
DOB: _____ - _____ - _____	Phone: (_____) _____	
SCC Student Email:		

Full name as you wish for it to appear on your certificate (PRINT CLEARLY)

Mailing address to receive diploma

City State Zip

	Title of Certificate Please select from the list on the back of this document.	Office Use Only		
		Bulletin Acad.Yr.	Awarded	Denied
1.				
2.				
3.				

I certify that the information contained in this application is true and accurate to the best of my knowledge. I understand incomplete applications will be denied.

X _____
Student Signature Required

FOR OFFICE USE ONLY			
Entry Catalog	Exit Catalog		
Currently Enrolled: Yes <input type="checkbox"/> No <input type="checkbox"/>	Primary Computer Entries: <input type="checkbox"/> Entered in SHADEGR _____ (Initial)		
Dates of any previous diplomas	<u>UE</u>	<u>GPA</u>	
_____ SCC _____	Transfer _____	Posting: <input type="checkbox"/> SHAPCMP <input type="checkbox"/> SHADEGR	
_____ Total _____	Typed by: (Initial) _____		
P.Clip/Notes: _____	<input type="checkbox"/> Emailed Student: (Date) _____		
Evaluation Proofed by: _____ Date: _____	Final Review and Entered in Banner by _____ (Date) _____		

Certificate Titles

Accounting	Early Childhood Education
Aeronautics: Airframe Maintenance Technician	Fire Technology
Aeronautics: Powerplant Maintenance Technician	Horticulture & Plant Science
Aeronautics: Airframe & Powerplant Maintenance	Human Services
Automotive Body & Repair	Industrial Education: Mechatronics
Automotive Technician	Interior Design
Biotechnology, Applied –Sunsetted Summer 2017	Management
Biotechnology, Industrial	Management: Retail Management
Business, General (Transfer)	Management: Small Business Management
Business-Insurance: Property & Casualty	Marketing
Computer & Information Science: Computer Programming	Office Technology: Administrative Assistant
Computer & Information Science: Microcomputer Applications	Office Technology: Medical Front Office Clerk
Computer & Information Science: Web Development & Administration	Office Technology: Medical Office & Coding Specialist
Cosmetology	Photography, Professional
Criminal Justice: Computer Forensics	Real Estate
Criminal Justice: Corrections	Water & Wastewater Technology
Criminal Justice: Law Enforcement	Welding: Industrial Technician
Drafting and Design Technician	Welding Technician
Drafting: Survey and Civil Drafting Technician	

*If you do not see the name of the certificate you are seeking on this list, please let one of the Admissions & Records staff know.

Job Direct Low Unit Certificates have their own petition.