



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: ☐ Summer ☐ Fall ☐ Spring		20____ (YEAR)	
(Required) SCCID:		Required) SSN#:	
Last Name in System:		First Name in System: MI	
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.				

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

Accounting (CA); (AS)	
Aeronautics: Airframe Maintenance Technician (CA); (AS)	
Aeronautics: Powerplant Maintenance Technician (CA); (AS)	
Automotive Body & Repair (CA); (AS)	
Automotive Technician (CA); (AS)	
Automotive Automatic Transmission and Transaxles (CA)	
Automotive Electrical & Body Systems (CA)	
Automotive Maintenance & Light Repair (CA)	
Biotechnology, Industrial (CA); (AS)	
Biotechnology Laboratory Assistant (CA)	
Business, General (CA); (AS) (Degree Reinstated – Spring 2018)	
Business-Insurance: Property & Casualty (CA); (AS)	
CDFS (Child Develop & Family Studies): Associate Teacher (CA)	
CDFS: Early Childhood Education (CA); (AS)	
CIS (Computer Information Science): Computer Programming (CA); (AS)	
CIS: Microcomputer Applications (CA); (AS)	
CIS: Web Development & Administration (CA); (AS)	
Cosmetology (CA); (AS)	
CJ (Criminal Justice): Computer Forensics (CA); (AS)	
CJ: Corrections (CA); (AS)	
Criminal Justice: Law Enforcement (CA); (AS)	
Drafting and Design Technician (CA); (AS)	
Drafting: Survey and Civil Drafting Technician (CA); (AS)	
Fire Technology(CA); (AS)	
Horticulture & Plant Science (CA); (AS)	
Human Services (CA); (AS)	
Industrial Education: Mechatronics (CA); (AS)	
Management (CA); (AS)	
Management: Retail Management (CA); (AS)	
Management: Small Business Management (CA); (AS)	
Marketing (CA); (AS)	
OT (Office Technology): Administrative Assistant (CA); (AS)	
OT: Medical Front Office Clerk (CA)	
OT: Medical Office and Coding Specialist (CA); (AS)	
Photography, Professional (CA); (AS)	
Real Estate (CA); (AS)	
Water & Wastewater Technology (CA); (AS)	
Welding: Industrial Technician (CA); (AS)	
Welding Technician (CA); (AS)	(CA) Program has Certificate of Achievement
	(AA or AS) Associates Degree in either Arts or Science

*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.