

OXNARD COLLEGE COUNSELING OFFICE

Application for Certificate of Achievement

Semester (Circle One): Fall / Spring / Summer 20\_\_\_\_\_

"Applications received after the deadline will be processed for the following semester."

PRINT CLEARLY!

Office Use Only
Certificate Seq #
SHADEGR |
[ ] AP
[ ] UA
| [ ] DN
SHADIPL
[ ] Posted
SHATCMT
[ ] Posted

Name (First/Middle/Last) \_\_\_\_\_

Other Name(s) Used: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_
Street City State Zip

Applying for Certificate of Achievement in (Major): \_\_\_\_\_

Colleges Attended: \_\_\_\_\_

Are official copies of your transcripts from the above named college(s) on file at the Admissions & Records Office?
YES NO N/A

NOTE: OFFICIAL TRANSCRIPTS ARE REQUIRED TO BE SUBMITTED TO THE ADMISSIONS & RECORDS OFFICE IF COURSES ARE BEING USED TO SATISFY REQUIREMENTS. FAILURE TO PROVIDE OFFICIAL TRANSCRIPTS WILL RESULT IN A DENIAL OF YOUR CERTIFICATE OF ACHIEVEMENT APPLICATION.

Do you plan to participate in the formal graduation ceremony? Yes No

Catalog Used: 20\_\_\_\_\_

Table with 3 columns: Classes Required for Certificate, Units Completed, Units in Progress. Includes checkbox for 'See Attached Major Sheet'.

Total Certificate Units: \_\_\_\_\_

Petition Pending (\*Attach copy of petition submitted.)
\*Note: It is the student's responsibility to ensure the petition is received by A&R before the end of the semester. Failure to do so will result in a denial of the student's certificate application.

Table with 3 columns: Requirement, Yes, No. Rows include: Earn a cumulative grade point average of not less than 2.0 in applicable college coursework; Minimum 12 degree applicable units in residence at OC; Student has completed all courses with a 'C' or better? A 'C' or better is required for the Certificate of Achievement.

Note: Certificate will be available for pick up 8 - 10 weeks after the semester ends.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Counselor's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_