

PROCEDURES FOR CERTIFICATE OF ACHIEVEMENT

1. Official transcripts from other colleges must be on file in the Enrollment Services Department by the deadline date. It is the student's responsibility to have these official transcripts on file.
2. Formal application procedures (this form) must be filed with the Enrollment Services Department. Deadline dates will be posted in the current class schedule under Important Dates.
3. A copy of the formal application for a certificate is sent to the student regarding certificate status.
4. If student wishes to participate in commencement exercises in May/June, he/she must make arrangements for a cap and gown through the bookstore. The bookstore puts on an annual graduation fair generally mid April/early May.

Certificates are mailed to the student on or about the following dates:

Summer Session — September 15 Fall Semester — February 15 Spring Semester — July 15

Certificate Programs:

Accounting	CIS/General Track	Photography
Administration of Justice	CIS/Internet Authoring	Real Estate
Advanced Audio Technology	CIS/Networking	Technical Theater
Audio Technology	CIS/Programming	Turf & Landscape Management
Automotive/Transportation Technology	Digital Media	Water Technology
Business Administration	Engineering: Drafting Technology	
Business/Clerical	Engineering Technologist Support	
Business/Office Admin Technician	Fire Technology	
CDE/CA Preschool Foundations & Framework	Geographic Information Science	
CDE/ Early Intervention and Inclusion	Interpreter Preparation Program	
CDE/Teacher	Legal Assistant	
CDE/Associate Teacher	Management/Supervision	
CDE/Infant Toddler Teacher	Musical Theater	
Child Development and Education		

NOTE: Some students may have catalog rights for Certificate programs not listed above. Please verify with a counselor.