



**\$10 APPLICATION FEE \***  
 (AAS) Associate of Applied Science in  
**ADMINISTRATIVE ASSISTANT**  
 # 547 revised 10-13-17

CIRCLE THE QUARTER YOU PLAN TO COMPLETE THIS DEGREE Summer    Fall    Winter    Spring    Year _____					YVC COLLEGE LEVEL GPA		
NAME AS YOU WISH IT TO APPEAR ON YOUR DIPLOMA				STUDENT ID #			
MAILING ADDRESS			CITY		STATE	ZIP	

- PHI THETA KAPPA MEMBER (For "Commencement Brochure" notation only)
- Transfer credits were used to meet the degree requirements. Institution(s) listed here, photocopy of transcript(s) attached. \_\_\_\_\_

**INSTRUCTIONS:** On the following list indicate the courses you have already completed by writing in the grade received. For courses you are currently enrolled in and the courses you anticipate enrolling in write in the abbreviation for the quarter, ie, F, W, Sp, Su in the grade column. **If you have permission to substitute a course, write in the new class number beside the one listed. Your advisor must initial the changes.** If you are using transferred credits toward degree requirements, list the course name, number, and credit amount as it appears on your evaluated transcript. Place an asterisk (\*) beside each transferred course. A cumulative 2.00 GPA is required for graduation.

COURSE	CR	GRADE	COURSE	CR	GRADE	
ACCT& 201	5	_____	BT 274	5	_____	
BA 138	5	_____	BT 290/291/292/293	2	_____	<b>Degree Total</b>
BA 158	5	_____	IT 102	2	_____	<b>Credits 93</b>
BT 100	2	_____	IT 111	2	_____	
BT 102	5	_____	IT 115	2	_____	45 wpm
BT 130	5	_____	IT 120	2	_____	competency
BT 131	5	_____	IT 221	4	_____	_____
BT 132	5	_____	IT 222	2	_____	
BT 140	5	_____	Electives (5) credits			
BT 170	5	_____	_____	_____	_____	Earned Cr _____
BT 260	5	_____	_____	_____	_____	
BT 270	5	_____	_____	_____	_____	Project Cr _____
BT 272	5	_____	_____	_____	_____	
BT 273	5	_____	_____	_____	_____	Total Cr _____

I understand that I must keep the Graduation Evaluator and my Advisor informed of any changes in my graduation status and changes in my course selection.

<b>Student Signature</b>		<b>Date</b>	
<b>Advisory Signature</b>		<b>Date</b>	

*DO NOT WRITE IN THIS SECTION, IT IS FOR OFFICE USE ONLY:*

SM5001 \_\_\_\_\_ SM6015 \_\_\_\_\_ SM501 (projected credits) \_\_\_\_\_ Evaluate by \_\_\_\_\_

SM6015 (end of qtr grades) \_\_\_\_\_ Final GPA \_\_\_\_\_ SM6009 (posted to transcript) \_\_\_\_\_

Certificate Prepared \_\_\_\_\_ Certificate Proofed \_\_\_\_\_ Certificate Mailed \_\_\_\_\_

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*\*The \$10 fee is an annual fee for processing an unlimited number of certificate or degree applications each acadmic year.*