



\$10 APPLICATION FEE *
(AAS) Associate of Applied Science in
LEGAL OFFICE ASSISTANT
 # 577 revised 10/13/17

CIRCLE THE QUARTER YOU PLAN TO COMPLETE THIS DEGREE				YVCC COLLEGE LEVEL GPA	
Summer	Fall	Winter	Spring	Year _____	
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 270	5	_____	TOTAL DEGREE CREDITS 99
AH 119	5	_____	BT 273	5	_____	
BA 138	5	_____	BT 274	5	_____	
BT 100	2	_____	BT 290/291/292/293	2	_____	
BT 102	5	_____	BUS& 201	5	_____	
BT 130	5	_____	CJ& 110 or CJ 111	5	_____	
BT 131	5	_____	IT 102	2	_____	
BT 132	5	_____	IT 111	2	_____	Earned Cr _____
BT 140	5	_____	IT 115	2	_____	
BT 170	5	_____	IT 120	2	_____	Project Cr _____
BT 250	5	_____	IT 222	2	_____	
BT 251	5	_____				Total Cr _____
BT 260	5	_____				

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.

Student Signature _____ Date _____

Advisor Signature	Date
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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 academic year.*