

Step 1. Meet with your academic advisor for initial review and signature.

Step 2. **Submit within 30 days of Advisor signature** and with **\$10 application fee** to cashier's office for an unlimited number of applications during the academic year.

Step 3. Make a copy for your records.

Step 4. Expect an email verification that your listed plan meets official graduation requirements.

STUDENT INFORMATION

SELECT THE QUARTER YOU PLAN TO COMPLETE THIS CERTIFICATE: Summer Fall Winter Spring of Year _____

NAME AS YOU WISH IT TO APPEAR ON YOUR CERTIFICATE - Last name must match your records: _____

STUDENT ID # _____

MAILING ADDRESS (Address, City, State, Zip): _____

REQUESTING HIGH SCHOOL DIPLOMA: Yes No PHI THETA KAPPA MEMBER Yes No (For listing in Commencement only)

INSTRUCTIONS: If you are using transferred credits toward degree requirements, list course name, number, and credit amount as it appears on your evaluated transcript. Place an asterisk (*) beside each transferred course. List colleges/universities below and a photocopy of each evaluated transcript must be attached.

COLLEGE/UNIVERSITY NAME	COLLEGE/UNIVERSITY NAME	COLLEGE/UNIVERSITY NAME

****Certificate of Achievement is issued upon successful completion of the prescribed certificate programs with a 2.0 or higher grade point average in the courses required for that certificate.**

AGRICULTURE PROGRAM

- Tree Fruit Production (116)
- Vineyard Technology (121B)
- Wine Sales (121)
- Winery Technology (121D)

ALLIED HEALTH PROGRAM

- Advanced Care Navigation (310)
- Essentials of Care Navigation (310A)
- Medical Assisting (381C)
- Medical Billing and Coding (313)
- Medical Interpreter (438)
- Pharmacy Technician (399)
- Phlebotomy (382)

AUTOMOTIVE SERVICE PROGRAM

- Auto Electrical/Electronic Systems (512J)
- Steering/Susp & Brake Systems (712K)

BUSINESS ADMINISTRATION PROGRAM

- Accounting Clerk (505D)
- Business Accounting (505C)
- Business Management (502A)
- Business Marketing (245C)
- Retail Management (298)

BUSINESS TECHNOLOGY PROGRAM

- Bilingual Office Assistant (559D)
- General Office Assistant (551)

- Legal Receptionist (577A)

- Medical Receptionist (565A)

CRIMINAL JUSTICE PROGRAM

- Communications/Call Taker (832B)
- Correctional (832A)
- Crime Scene Investigation (841)
- Police Clerk/Support Specialist (832C)

DENTAL ASSISTING PROGRAM

- Dental Assisting – YVSC (305)

EDUCATION PROGRAM

- ECE Administration (45E)
- ECE General Certificate (41E)
- ECE State Certificate (46E)
- ECE Home Visitor Certificate (47E)

- Family Childcare (44E)

- Infant-Toddler Care (42E)

- Initial Certificate (40E)

- Paraeducator Basics (839)

- Paraeducator Initial (839J)

- Paraeducator State (839K)

- School Age Care (43E)

ENGINEERING PROGRAM

- CAD (602)

- CNC Operator (809C)

- Engineering Technology (778)

- Land Surveying (778B)

- Machining Technology (809)

- Unmanned Aerial Systems –UAS (640)

INFORMATION TECHNOLOGY PROGRAM

- IT General (514I)
- IT Office Suite (514J)

NURSING PROGRAM

- Nursing Assistant (329)
- Practical Nursing (326)

SUBSTANCE USE DISORDER PROGRAM

- Substance Use Disorder Studies (437A)

RADIOLOGIC SCIENCE

- Computed Tomography (CT) (358)

BAS PROGRAMS

- Database Administrator (503A)
- Windows Server Administrator (533)

OTHER

- _____
- _____
- _____
- _____
- _____
- _____
- _____

You must inform the Registration office and Academic Advisor of all changes you make in your projected schedule. Not following this plan may delay your graduation.

ADVISOR AND STUDENT SIGNATURES

Printed Advisor Name	Date
Advisor Signature (Initial Review Completed) X	Date
Student Signature X	Date

