



Student ID #: _____

Student Social Security #: _____

PETITION FOR CERTIFICATE

NAME (Print name EXACTLY as you want it printed on your certificate)

E-MAIL ADDRESS

PHONE

I hereby petition to receive a Certificate in _____

I am petitioning for a Certificate to be awarded in _____
Major

Fall – December
 Spring – June
 Summer – August

Year _____

I followed the requirements as listed in the following catalog _____
(specify catalog year)

A Certificate is verification that the necessary coursework was completed in a subject matter.
A Certificate is distributed by the corresponding division and is not published on transcripts.

+ + Complete this form ONLY if your program is listed on the reverse side. + +

CERTIFICATE REQUIREMENTS:

1. Complete major courses as outlined in the catalog
2. A "C" grade or better is required in each course taken for the certificate, unless otherwise specified
3. A pass grade in a course is acceptable towards the certificate if it is required for the certificate and
 - a. Offered on a Pass/No Pass basis only, or
 - b. If the credit grade is earned on the basis of credit by examination
4. Twelve units completed at Santiago Canyon College, at least six units must be in courses required for the certificate
5. Petitions must be filed to the correct **Division Office** by semester deadline

| COURSES AS LISTED IN CATALOG | UNITS | COMPLETED | IN PROGRESS | NEED |
|------------------------------|-------|---------------------------------|-------------|------|
| | | <i>Check appropriate column</i> | | |
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Student's Signature: _____ Date: _____

After you have completed and signed this form, please submit to the Division Office.

Division Dean: _____ Date: _____

| Certificate Programs | Major Code |
|---|----------------|
| Accounting - Computerized | SCC.ACCTC.CERT |
| Accounting - General | SCC.ACCTG.CERT |
| CIS - Web Page Designer | SCC.CISWD.CERT |
| CIS - Web Programming | SCC.CISWP.CERT |
| Cosmetology – Esthetician | SCC.COSMC.CERT |
| Cosmetology – Manicuring | SCC.COSMM.CERT |
| Education – After School Program Assistant | SCC.EDUCA.CERT |
| Education – After School Program Associate Teacher | SCC.EDUCT.CERT |
| Human Development: Basic Early Childhood Infant/Toddler | SCC.HDBEI.CERT |
| Human Development: Basic Early Childhood Preschool | SCC.HDBEP.CERT |
| Human Development: The School Age Child | SCC.HUDSA.CERT |
| Management - Human Resource Management | SCC.MGTHR.CERT |
| Management - Small Business | SCC.MGTSB.CERT |
| Management - Supervision | SCC.MGTSV.CERT |
| Marketing - Advertising | SCC.MKTGA.CERT |
| Marketing - General | SCC.MKTG.CERT |
| Marketing - Professional Selling | SCC.MKTGP.CERT |
| Marketing - Web Marketing | SCC.MKTGW.CERT |
| Project Management | SCC.PRMGT.CERT |
| Public Works Green Sustainable Building Code | SCC.PBLCG.CERT |
| Real Estate Appraisal | SCC.REAPP.CERT |
| Real Estate Salesperson | SCC.RESAL.CERT |
| Applied Robotics and Embedded Programming | SCC.CMPRA.CERT |
| Special Education Paraprofessional | SCC.SEP.CERT |
| Survey/Mapping Sciences - Land Surveying Technician | SCC.SURVL.CERT |
| Television/Video Communications - Media Studies | SCC.TVMS.CERT |
| Water Utility Science: Supervisor | SCC.WATRS.CERT |

❖❖ Certificates earned will not appear on your transcript.
The only documentation is the actual paper certificate sent in the mail.
Therefore, be sure your address is current with the Admissions Office.
Addresses can be changed using WebAdvisor. ❖❖