

INSTRUCTIONS FOR PROCESSING CERTIFICATES OF ACHIEVEMENT

The processing for "Certificates of Achievement" is administered by the Graduation Office within the Enrollment Services Department.

A couple of specific processing steps are required. **This is important!**

An online "petition" form must be entered into the OCC Graduation web site. This is the necessary step to initiate final processing for Certificates of Achievement.

There are three processing periods when petition information may be entered. These occur near the beginning of the Fall, Spring, and Summer semesters. The data input for the petition form will only be allowed during these periods.

Fall	September 1st	November 15th
Spring	December 1st	March 15th
Summer	July 1st	August 1st

It is only within these calendar periods that petition data input will be allowed.

When dates allow, navigate to the link below and follow a couple of simple instructions.

<https://www.orangecoastcollege.edu/graduation>

Look under the section: "Apply For Graduation."

The web page mentions "graduation" in several places, however, the same petition form is used for both AA and AS degrees as well as Certificates of Achievement.

Click on the selection for:

Associate in Arts Degree, Associate in Science Degree, Certificate of Achievement.

Fill in the online form.

If you have any questions or need help getting through these procedures you may want to reach out to your instructor, a counselor, or directly to the graduation office. Their email address is: occgraduation@occ.cccd.edu

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