Preliminary Application for Instructional Certificate(s)

ORANGE COAST COLLEGE
BUSINESS AND COMPUTING DIVISION

Preliminary **Certificate Application Guidelines**:
- Refer to current OCC College Catalog for specific requirements for the desired Certificate(s).
- Identify the type of "**Certificate.**". Either - "[of] Specialization" or "[of] **Achievement**.
- You must receive a grade of "C" or better in each of the required courses.
- Processing of Certificate(s) will be completed once final grades for **all** courses are posted.
- Preliminary application form(s) should be submitted while progressing towards completion.
- **Please** submit Preliminary Application form(s) prior to completion of final requirements.
- For Certificates of Specialization return the **Preliminary** Application form(s) to the Business and Computing Division Office for processing. Please send or delivery forms to:
  - **John Fawcett**, Instructional Coordinator, in person, or via email to **jfawcett@occ.cccd.edu**
- Depending on type, Certificate(s) of Specialization images will be sent by email. (.pdf file)
- Certificates of **Achievement** are **processed by OCC Graduation office**. **See reverse side.**

Student ID: _____   Preferred **First** Name: _____   Date of Birth: ____/____/_____

Student Name:

[First Name(s)]	[Middle Name(s) -or- Initial(s).]	[Last Name(s)]

Phone Number: _____   **Alternate Phone Number:** _____

[(nnn) nnn – nnnn]   [(nnn) nnn – nnnn]

Student Email address   **Personal Email address**   -- for electronic image delivery

[Student Email address @ student.cccd.edu]   [Personal Email address @ email service]

Postal address

[Street Address]	[Apt./Unit]	[City]	[State]	[Zip]

Precise Name to be printed on Certificate:

[Prefix.]	[First Name(s)]	[Middle Name(s) -or- Initial(s).]	[Last Name(s)]	[Suffix.]

☐ **Certificate of Achievement**   ☐ **Certificate of Specialization**

Certificate Code: **Certificate Description:**   (Refer to OCC Catalog for Banner Code and Description)

Certificate Code	Certificate Description

Ex.: 1_**Cx_xxxx**   (Banner Code 7-9 characters)   (Do not mix different Certificate types on the same application)

See IMPORTANT instructions for Certificate of Achievement -petition processing- on the reverse side.

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 <u>final</u> 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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