ORANGE COAST COLLEGE

MATH AND SCIENCES DIVISION

APPLICATION FOR CERTIFICATE OF SPECIALIZATION

Today's Date _____

Legal Name _____

Student Name *(as you wish it to appear on certificate)* _____

Address _____

City _____ Zip _____

Home Phone _____ Work/Cell _____

Email _____

Student ID# _____

Check Which Certificate(s) You Have Completed

Horticulture:

❑ Advanced Landscape Design and Landscape Specialist
❑ Landscape Site Design Elements
❑ The Professional Practice of a Landscape Design & Construction Business

Date of Completion ❑ Fall ❑ Spring ❑ Summer **Year** _____

Check one:

❑ All units for this certificate were completed at OCC.
❑ Some courses for this certificate were taken at another college (**copies of transcript(s) attached**).

Check one:

❑ Mail to address above.
❑ Hold for pick-up (please call when ready). *I understand that if I don't pickup the certificate within two weeks of being notified, the certificate will be mailed to me.*

Certificate Replacement Cost - $10.00

_____ _____
Student Signature Date

FOR OFFICE USE ONLY

Transcript Printed _____ Certified Hours _____ Out for Signatures _____

In Database _____ Internal Tracking # _____ Certificate Completed _____

Student Notified by ❑ Mail ❑ Email on _____ Certificate ❑ Mailed ❑ On Hold _____

Notes: _____

_____

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 OCC's Graduation Office within Enrollment Services Department.

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

An online "petition" form must be entered into OCC's Graduation website.
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 permit, 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 is used for both AA and AS degrees as well as for Certificate of Achievement.

Click on the highlighted option as shown below:

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

Complete the online form.

If you have any questions or need help getting thorough these procedures, you may want to reach out to your instructor, a counselor, or OCC's Graduation Office.

Their email address is: occgraduation@occ.cccd.edu