



# Solano Community College Petition for Certificate of Achievement

Rec'd By: \_\_\_\_\_ Via: \_\_\_\_\_  
Note to Applicant issued: Yes  No   
Date: \_\_\_\_\_

**(Note: Job Direct Low Unit Certificates have their own form.)**

**READ information below before completing application. Check for accuracy before submitting.**

This petition should be submitted during the semester you are completing your final requirements. If you have missed that opportunity, you may file during any subsequent semester.

Checklist:

- Have you met with a Counselor to confirm completion of your certificate requirements? Yes  No
- Did you complete **all** of your certificate requirements at SCC? Yes  No   
If No, list other colleges attended: \_\_\_\_\_
- All relevant **official** transcripts from other colleges are on file with Admissions & Records. Yes  No  N/A
- Did you submit a Substitution/Waiver of Requirements Petition? Yes  No  N/A

**\*If the address on your permanent record does not match the address you list on this form, may we have permission to update your record?**  
Yes  No

Certificate Completion Term: <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring		20____ (YEAR)	
(Required) SCCID: _____		Required) SSN#: _____	
Last Name in System: _____		First Name in System: _____ MI	
DOB: _____ - _____ - _____		Phone: (____) _____	
SCC Student Email: _____			

\_\_\_\_\_  
*Full name as you wish for it to appear on your certificate (PRINT CLEARLY)*

\_\_\_\_\_  
*Mailing address to receive diploma*

\_\_\_\_\_  
*City State Zip*

	Title of Certificate Please select from the list on the back of this document.	Office Use Only		
		Bulletin Acad.Yr.	Awarded	Denied
1.				
2.				

I certify that the information contained in this application is true and accurate to the best of my knowledge. I understand incomplete applications will be denied.

X \_\_\_\_\_  
Student's Signature required

### FOR OFFICE USE ONLY

Entry Catalog	Exit Catalog	Primary Computer Entries: <input type="checkbox"/> Entered in SHADEGR _____ (Initial)	
Currently Enrolled: Yes <input type="checkbox"/> No <input type="checkbox"/>		UE	GPA
Dates of any previous diplomas	SCC _____	Transfer _____	Posting: <input type="checkbox"/> SHAPCMP <input type="checkbox"/> SHADEGR
	Total _____		Typed by: (Initial) _____
P.Clip/Notes: _____			<input type="checkbox"/> Emailed Student: (Date) _____
Evaluation Proofed by: _____ Date: _____		Final Review and Entered in Banner by _____	(Date) _____

## Certificate Titles

Accounting (CA); (AS)	
Aeronautics: Airframe Maintenance Technician (CA); (AS)	
Aeronautics: Powerplant Maintenance Technician (CA); (AS)	
Automotive Body & Repair (CA); (AS)	
Automotive Technician (CA); (AS)	
Automotive Automatic Transmission and Transaxles (CA)	
Automotive Electrical & Body Systems (CA)	
Automotive Maintenance & Light Repair (CA)	
Biotechnology, Industrial (CA); (AS)	
Biotechnology Laboratory Assistant (CA)	
Business, General (CA); (AS) (Degree Reinstated – Spring 2018)	
Business-Insurance: Property & Casualty (CA); (AS)	
CDFS (Child Develop & Family Studies): <b>Associate Teacher (CA)</b>	
CDFS: <b>Early Childhood Education (CA); (AS)</b>	
CIS (Computer Information Science): Computer Programming (CA); (AS)	
CIS: Microcomputer Applications (CA); (AS)	
CIS: Web Development & Administration (CA); (AS)	
Cosmetology (CA); (AS)	
CJ (Criminal Justice): Computer Forensics (CA); (AS)	
CJ: Corrections (CA); (AS)	
Criminal Justice: Law Enforcement (CA); (AS)	
Drafting and Design Technician (CA); (AS)	
Drafting: Survey and Civil Drafting Technician (CA); (AS)	
Fire Technology(CA); (AS)	
Horticulture & Plant Science (CA); (AS)	
Human Services (CA); (AS)	
Industrial Education: Mechatronics (CA); (AS)	
Management (CA); (AS)	
Management: Retail Management (CA); (AS)	
Management: Small Business Management (CA); (AS)	
Marketing (CA); (AS)	
OT (Office Technology): Administrative Assistant (CA); (AS)	
OT: Medical Front Office Clerk (CA)	
OT: Medical Office and Coding Specialist (CA); (AS)	
Photography, Professional (CA); (AS)	
Real Estate (CA); (AS)	
Water & Wastewater Technology (CA); (AS)	
Welding: Industrial Technician (CA); (AS)	
Welding Technician (CA); (AS)	(CA) Program has Certificate of Achievement
	(AA or AS) Associates Degree in either Arts or Science

\*If you do not see the name of the certificate you are seeking on this list, please let one of the Admissions & Records staff know.

**Job Direct Low Unit Certificates have their own petition.**