

## Application for a Certificate or Degree

Use this form to apply for a Certificate or Degree and as a request to review your completed graduation requirements. We will notify you that you have either completed the requirements for your degree or if there are outstanding requirements that still need to be met.

1. Complete and submit this form to the Enrollment Center or to the Graduation Services both located in Building 2, Room 200 by the end of the fourth week of the term prior to the term in which you expect to complete graduation requirements.
  - a. You will receive an evaluation from our office and a list of remaining requirements to complete prior to registration of your final term if received by this deadline. If submitted after the deadline, this may take 8 weeks to process.
  - b. In order for your name to appear in the graduation ceremony brochure, applications must be received by April 30<sup>th</sup>.
  - c. Only submit this application if you are within 2 terms of completing requirements for your program.

Student ID (K#):  Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Name (as it appears in our records): \_\_\_\_\_  
Last First Middle

Diploma Name (**PRINT EXACTLY** as you want it to appear on your diploma.): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Phone Number with Area Code: Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Select the term in which you will complete your program:  Fall  Winter  Spring  Summer Year \_\_\_\_\_

Indicate degree (**Choose ONE. If completing more than one certificate/degree fill out a separate application**):

- Associate of Arts Oregon Transfer (2 year)
- Associate of General Studies (2 year)
- Associate of Science (2 year)
- Associate of Science/Oregon Transfer in Business (2 year)
- Certificate of Completion in \_\_\_\_\_ (see program list below)
- Associate of Applied Science in \_\_\_\_\_ (see program list below)

**Catalog Year to be used for evaluation:** \_\_\_\_\_ 'catalog year' is typically the year you began taking courses to meet your program requirements.

(If your studies are interrupted by two years or more, or if your course of study extends beyond five years, graduation requirements may have changed and you may have to complete additional requirements.)

Do you have transfer credits to apply toward your certificate/degree that have **not** already been transferred in? Yes  No  If yes, from where? \_\_\_\_\_

Do you have any substitutions to apply towards this certificate/degree? Yes  No

\* Once certificate or degree information has been posted to your account, we are unable to remove it.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Certificate of Completion (1 year)

Accounting  
Accounting  
Accounting-Tax Preparation

Apprenticeship  
Construction Trades, General Apprenticeship – HVAC/R  
Specialization  
Construction Trades, General Apprenticeship – Plumbing  
Specialization  
Construction Trades, General Apprenticeship – Sheet Metal  
Specialization  
Electrician Apprenticeship Technologies

Automotive Technology  
Automotive Body Repair  
Automotive Entry Level Technician  
Automotive Machining

Business Technology  
Administrative Office Professional - Business Software  
Administrative Office Professional - Business Technology  
Administrative Office Professional - Office Fundamentals  
Administrative Office Professional - Virtual Office Assistant

Computer Information Systems  
Computer Programming  
Computer Support Specialist  
Computer Systems Administration  
Database Developer  
Network Management and Systems Security  
Web Developer

Criminal Justice  
Juvenile Corrections  
Law Enforcement - Basic Corrections  
Law Enforcement - Basic Law Enforcement

Dental Assisting

Drafting Technology  
Computer-Assisted Drafting (CAD)  
Computer-Assisted Drafting (CAD) - Architectural Drafting

Early Childhood Education  
Early Childhood Education  
Infant/Toddler  
Preschool

Electronics Technologies  
Electronic Engineering Technician - Electronics  
Electronic Engineering Technician - Process Control

Fire Protection Technology  
Fire Service Supervision and Management

Hemodialysis Technician

Hospitality Management  
Event Management  
Hospitality Management

Human Services  
Addiction Studies - Addiction Counselor Certification Preparation  
Human and Social Services Traditional Health Worker

Machining Technology  
Basic Manufacturing Technician  
CAD/CAM - Computer-Aided Manufacturing (CAM) Fundamentals  
CAD/CAM - Computer Numerically Controlled (CNC) Operator  
CAD/CAM - Manual Machine Operator

Management  
Procurement Management  
Retail Management

Medical Assisting

Nursing  
Practical Nursing

Occupational Skills Training

Pharmacy  
Pharmacy Management - Pharmacy Technician

Speech-Language Pathology Assistant

Tourism and Travel Management  
Destination Marketing  
Tourism and Travel Management

Vineyard Management  
Vineyard Operations

Welding Fabrication  
Welding

## Associate of Applied Science (2 year)

Accounting

Apprenticeship  
Construction Trades, General Apprenticeship – HVAC/R  
Specialization  
Construction Trades, General Apprenticeship – Plumbing Specialization  
Construction Trades, General Apprenticeship – Sheet Metal  
Specialization  
Electrician Apprenticeship Technologies

Automotive Technology

Business Technology  
Administrative Office Professional  
Administrative Office Professional - Accounting Administrative  
Assistant  
Administrative Office Professional - Medical Administrative  
Assistant  
Administrative Office Professional - Virtual Office Assistant

Computer Information Systems  
Computer Systems and Information Technology  
Health Informatics

Criminal Justice  
Criminal Justice  
Juvenile Justice  
Law Enforcement  
Law Enforcement - Corrections

Drafting Technology  
Computer-Assisted Drafting (CAD)

Early Childhood Education

Electronics Technologies  
Electronic Engineering Technician  
Electronic Engineering Technician - Computer Electronics  
Electronic Engineering Technician - Industrial Electronics  
Electronic Engineering Technician – Process Control Technology  
Electronic Engineering Technician – Renewable Energy Management

Emergency Medical Technology

Fire Protection Technology  
Fire Prevention  
Fire Suppression

Health Information Management

Horticulture  
Horticulture

Hospitality Management

Human Services  
Addiction Studies  
Social Services

Machining Technology  
Computer-Aided Design/Computer-Aided Manufacturing (CAD/CAM)

Management  
Management  
Procurement and Supply Chain Management

Nursing

Pharmacy  
Pharmacy Management

Speech-Language Pathology Assistant

Tourism and Travel Management

Vineyard Management

Visual Communications  
Graphic Design  
Graphic Design – Interactive Media

Welding Fabrication

Wine Business

Winemaking