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| **Orange Coast College Logo** | **Graduation Petition for *Certificate of Achievement*** | **Application term - Check one**  Fall (Sept. 1 - Nov. 1)  Spring (Jan. 1 - Mar. 1)  Summer (Jul. 1 - Aug. 1) |

**Print your name as you would like it to appear on your degree - Black or dark blue pen only.**

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| |  |  | | --- | --- | | Last, First, Middle Name: | | | Student ID#: | Date of Birth: | | E-mail: | Phone Number: | | Signature: | Date: | |

**Diplomas will be mailed to the mailing address on file with Orange Coast College. Updates may be made on MyOCC.**

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| 1. **Certificate Code** | |
| **Please select a certificate code:** | (Select only one certificate code from list) |

OCC has contracted with a professional photographer to take pictures of graduates during the OCC graduation ceremony. If you do NOT wish to have your email released to the photographer for proofs of students’ pictures, please check the box.

**I do not want my name and email released.**

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| 1. **Additional Information** | **Yes** | **No** |
| Have you submitted an Academic Petition for any degree requirements? |  |  |
| Have you submitted Advanced Placement scores? |  |  |

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| 1. **Transfer Credit - Official transcripts with completed transfer course work must be submitted.** | | | |
| Please list all other colleges, **if any,** that you have attended other than OCC. | | | |
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|  | |  | |
| Please list the courses, **if any**, you are currently taking at a college **other than OCC.** | | | |
|  |  | |  |
| Name of College or University | Course Name & Number | | Units |
|  |  | |  |
| Name of College or University | Course Name & Number | | Units |

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|  |  | For Office Use Only |
| Orange Coast College Logo | OCC Graduation Petition  Certificate of Achievement Completion & Submission Guidelines | **Initials:**  Date: |



**Complete the Graduation Checklist:**

Check DegreeWorks via MyOCC for Program of Study

Review graduation requirements are to be met by end of current semester

Fill out petition completely in black or dark blue ink; incomplete petitions cannot be evaluated or

processed

Submit graduation petition at the Enrollment Services window, on the first floor of Watson Hall

* **The deadline for submitting a spring 2019 graduation petition is March 1, 2019.**
* Questions regarding course requirements for Certificates of Achievement should be directed to the Counseling Division. Make an appointment to see a counselor by visiting the counseling division or calling (714) 432-5078.
* OCC has one graduation ceremony each year, which is held at the end of May. All graduates are invited by mail to participate in the ceremony.
* You can check the status of your petition on your MyOCC student transcript. Your petition will be entered in the system as “Applied”. When the initial evaluation is completed it will show “Pending”. After the final evaluation it will show either “Awarded” or “Denied”.
* **You can expect awarded certificates to be mailed to the address on file in August 2019.**

**ALL DOCUMENTS MUST BE SUBMITTED BY 6-15-19 FOR SPRING 2019. IF NOT, YOU MUST REAPPLY FOR THE NEXT GRADUATION PETITIONING PERIOD.**

If you need further assistance in completing your petition you may contact Claire Ippolito at

714-432-5581 or e-mail occgraduation@occ.cccd.edu

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| Orange Coast College Logo | OCC Graduation Petition  Certificate of Achievement |

**Certificate codes:**

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| --- | --- |
| 010 - Accounting  020 - Architectural Design 1  021 - Architectural Design 2  022 - Architectural Technology - Design/Build  023 - Architectural Technology –Digital Fabrication For  Architecture  024 - Architectural Technology - Integrated Project Design  025 - Architectural Technology - Sustainable Design  026 - Athletics  027 - Athletic Training – Level 1  030 - Aviation Maintenance - Airframe  031 - Aviation Maintenance - Powerplant  032 - Aviation Maintenance - Airframe & Powerplant  033 - Aviation Science  040 - Business - Business Administration  050 - Cardiovascular Technology-Electrocardiography  Technician  060 - Commercial Art - Narrative Illustration  070 - Computer Information Systems - Business Application  Development  071 - Computer Information Systems  072 - Computer Information Systems-Computer Programming  080 - Construction Technology  081 - Construction Technology - Master Construction Specialist  082 - Construction Technology - Residential Construction  Development  083 - Residential Construction Development-2nd Award  084 - Residential Construction Development - 3rd Award  090 - Culinary Arts - Basic  091 - Advanced Culinary Arts  092 - Culinary Arts- Advanced Baking and Pastry  093 - Culinary and Food Science Assistant- Level I  100 - Dance - Dance Instructor  101 - Pilates/Dance Conditioning Instructor  102 - Dance - World Dance  110 - Dental Assisting - Registered  120 - DMA&D - Graphics Design  121 – DMA&D - UX Design  130 - ECE- Infant and Toddler Teacher  ECE – Associate Preschool Teacher  131 - ECE- Preschool Teacher  132 - Early Childhood Administrator  140 - Electronics Technology – Electronics Reliability Technician  141 - Electronics Technology - - Electronics Engineering  Technician  142 - Electronics Technology- Industrial Automation Technician  143 - Film/Television  Film – Media Arts and Creative Entertainment | 150 - Fashion - Apparel Construction  151 - Fashion - Design  152 - Fashion- Display & Visual Presentation  153 - Fashion Merchandising  154 - Fashion - Production/Product Development  160 - Fitness Specialist  170 - Food Service Management - Restaurant Supervision  171 - Food Service Management - Catering  172 - Food Service Management - Dietetic Service Supervisor  173 - Food Service Management - Dietetic Service Manager  180 - HVACR Technology  190 - Horticulture  200 - HTT - Airline Travel Management  201 - HTT - Flight Attendant & Airline Travel Careers  202 - HTT - Front Office Specialist  203 - HTT - Human Resource Management  204 - HTT - Meeting and Event Management  205 - HTT - Sales and Marketing Specialist  206 - HTT - Spa Management  207 - HTT - Travel Specialist  210 - Interior Design - Interior Merchandising Level 1  211 - Interior Design - Professional Level 3  220 - Management and Leadership Studies  221 - Management - Retail  230 - Manufacturing Technology - Machinist  231 - Manufacturing Technology - CNC Machine Operator  232 - Manufacturing Technology - CNC Machine Programmer  233 - Manufacturing Technology - Tooling  240 - Marketing – General Marketing  241 - Marketing – International Business  250 - Medical Assisting - CCMA Eligible Program  260 - Music - Business Employee  261 - Music - Midi Applications  262 - Musical Entertainer - Instrumental  263 - Musical Entertainer - Vocal  264 - Music - Studio Guitar Performer  270 - Nutrition Careers - Nutrition Education  271 - Nutrition Careers - Nutrition and Fitness Education  280 - Photography - Still  281 - Photography - Digital Technician  282 - Photography - Digital SLR Photography and Videography  290 - Professional Mariner  300 - Real Estate-Broker  310 - Welding Technology  400 - CSU General Education Breadth  401 - IGETC General Education Breadth |

Please select one major code per petition.