Imperial Valley College

CERTIFICATE APPLICATION

(Not to be Used for AA or AS Degree)

Read This Entire Page BEFORE Completing Attached Form

Certificates are awarded to students who have completed a concentration of courses in a specific area designed for seeking employment or advancing in a current career. Please refer to requirements for each certificate program found in the catalog. **NOTE: Certificates are not the same as degrees;** however, some students may meet the requirements for both. Discuss your options with a counselor.

Certificates are awarded at the end of each term: Fall, Winter, Spring and Summer.
Filing Deadlines:

Fall Semester	November 1
Winter Intersession	January 16
Spring Semester	May 8
Summer Term	July 9

General Requirements

A grade of A, B, C, CR, or P must be earned in all courses required for the certificate.

All money owed to the College must be paid in full before a certificate is awarded or a transcript verifying the certificate will be released.

Instructions

1. Print a copy of your transcript from WebSTAR; you will need it to complete the Certificate Application and to take with you to your appointment with a counselor.
2. Complete this form in full except for the *Counselor's Review* portion.
3. Meet with a counselor for completion of the *Counselor's Review* portion. To make an appointment visit the Counseling Center in Building 100 or call (760) 355-6246.
4. Take the completed form to the Admissions and Records Office.

Revised: September 2014

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BEFORE completing this form, carefully read all information on the attached sheet. **Please PRINT**

IVC Student ID # G00_____ **Birthdate**_____ ☐Male ☐Female
Month/Day/Year

Name as it appears on your IVC WebSTAR transcript_____
Last First Middle

Other names used while attending IVC_____ **Did you attend IVC before Fall 1980?** ☐No ☐Yes

Telephone numbers at which you may be reached: Home_____ **Work** _____

Cell_____ **IVC Email address**_____

Certificate to be awarded (all requirements completed) at the end of:

☐ Fall _____ ☐Winter_____ ☐ Spring _____ ☐ Summer _____
Year Year Year Year

Exact Title of Certificate As It Appears in the Catalog_____

Make sure the mailing address in WebSTAR is the one to which you want your certificate sent. Due to postal problems, this address must be in the United States. **The certificate will be mailed approximately 6 weeks after the end of the semester to your *mailing* address in WebSTAR**. ***If that address changes in the meantime, be sure to change it in WebSTAR so your certificate is sent to the correct address.***

I have answered all questions accurately. Further, I have read the attached information sheet as well as the paragraph above regarding my mailing address. I understand if I do not complete all requirements by the end of the term indicated above, I will need to repeat this application process for a future term.

Student's signature_____ **Date**_____

COUNSELOR'S REVIEW **For term indicated above this form is:** ☐1st appl. ☐For 2nd Cert. ☐For 3rd Cert ☐Chg in Cert

Instructions: Review student's answers above for accuracy. Discuss the items on the information sheet.
Please indicate Catalog Year for Certificate: _____.

Has a petition been submitted for a waiver or substitution needed for this student to be granted this certificate?

☐No ☐Yes – check one: ☐Approved or ☐Pending

Required Courses In Progress Current Term	Required Courses Remaining	Planned Term

Comments_____

_____

Counselor's Printed Name_____ **Signature**_____ **Extension**_____ **Date**_____

A & R Use: ☐Pending_____ ☐Sought_____ Missing_____ ☐Awarded_____