

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, Spring and Summer.

Filing Deadlines:

Fall Semester	November 1
Spring Semester	March 14
Summer Term	June 4

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.

Revised: 9/11

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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 _____ E-mail address _____

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

Fall _____ Spring _____ Summer _____
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

<u>Required Courses In Progress Current Term</u>	<u>Required Courses Remaining</u>	<u>Planned Term</u>
_____	_____	_____
_____	_____	_____

Comments _____

Counselor's Printed Name _____ Signature _____ Extension _____ Date _____

A & R Use: Pending _____ Sought _____ Missing _____ Awarded _____
Revised: 9/11