



Certificate of Achievement Policies and Procedures

Course Prerequisites and Advisories:

Courses in a program of study may have prerequisites or advisories; that is, courses that must or should be completed before taking that course. Please check for prerequisites by consulting an advisor or Counselor or the Citrus College Catalog.

Please Note: A minimum of 50% of required courses for the certificate must be completed at Citrus College.

Required courses: All courses for the certificate **MUST** be completed with a "C" or better.

CERTIFICATE - GENERAL INFORMATION

Read the general information/instructions below. Make an appointment with a counselor to apply for your certificate when your requirements are completed or currently in-progress. All official transcripts from all other colleges and universities must be on file with Citrus College at the time of application. (Transcripts must show courses to be used to fulfill certificate requirements.)

INSTRUCTIONS TO APPLY FOR A CERTIFICATE

1. If you are unsure about any requirements to earn a certificate or would like to apply for a certificate please schedule an appointment with a counselor or advisor at (626) 914-8530.
2. Make sure all transcripts are on file from other colleges and universities.
3. *Catalog year* refers to the year the pattern of certificate requirements you followed was printed in the Citrus College catalog. You may apply for the certificate using the major pattern (certificate requirements) of the year you entered Citrus College, or any subsequent year as long as you have maintained continuous enrollment.

(Schedule an appointment with a counselor if you are not clear about the catalog year.)

4. Any required certificate/verification or approved course waiver or substitution must be petitioned and attached to the application.

If you changed your mailing address after you applied, or if you do not receive your certificate, please notify the Admissions Office



Certificate Application

Please fill out the form completely and submit it to Admissions and Records

Student ID: _____	Birth Date _____	Semester of Completion _____
I wish my name to appear on my Certificate as follows:		
First Name _____	Middle _____	Last Name _____
I wish to apply for a Certificate in _____		
<i>Title of Certificate as it appears in the Citrus College Catalog</i>		
Catalog year I am following: _____		
My Mailing Address: _____ _____		
E-Mail Address: _____		
Phone: (_____) _____		

Student Signature _____ Counselor/Advisor _____ Date _____

Date Certificate Mailed: _____ Mailed by: _____