



### STEPS TOWARD A SUCCESSFUL GRADUATION

1. Have official transcripts sent directly from other institutions you have attended to the CGCC Admissions, Records, and Registration Office (A&R). Check with the A&R Office to verify that all transcripts have been received. When the transcripts have been received in A&R, fill out the Request for Transcript Evaluation form and submit it to the A&R Office.
2. Once your transcripts have been evaluated, speak with a counselor/advisor to determine if you are eligible to apply for graduation. Your counselor/advisor must sign the graduation petition. Advisement is on a walk-in basis.
3. Fill out the graduation petition completely, noting the catalog year you have been advised under and the degree you are seeking. Have your counselor/advisor sign the graduation petition.
4. Pay the Fiscal Office the appropriate fees and return the petition to the Admissions, Records, and Registration Office.

### GENERAL GRADUATION REQUIREMENTS

1. Be credited in the Admissions, Records, and Registration Office with not less than the minimum total of credit units required for the specific degree/certificate program. Credit units transferred from outside of the district need to be at "C" level or above. Students not continuously enrolled must satisfy current graduation requirements.
2. Have earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate, except in cases where the certificate requires fewer than 12 credit units.
3. Have filed an application for the degree or certificate with the Admissions, Records and Registration Office on or before October 5 for program completion at the end of the Fall semester, on or before March 1 for program completion at the end of the Spring semester, and on or before June for program completion at the end of the summer sessions
4. Have a minimum cumulative grade point average of 2.000 in all courses used to fulfill degree requirements.
5. Have removed, thirty (30) days before the end of the semester, all deficiencies on the record if the candidate expects to use those subjects toward program completion.
6. Have removed any indebtedness to the college.
7. Have paid required commencement fee.

There is no application fee.

Commencement fee for all certificates/degrees (includes diploma cover, graduation cap, gown and tassel and participation in May graduation ceremony .....\$25.00

Diploma covers are not mailed. You will receive a diploma cover during the commencement ceremony in May.

\* The Commencement fee is refundable up to two weeks prior to graduation date.

#### Certificate Codes (CCL)

#### Degree Codes (AAS)

5644 MAOS/core

5024 MAOS/expert

5056 CIA

5026Comp. HdW/Desktop Support

5668 Airframe Maintenance

5669 Powerplant Maintenance

5670 Aircraft Maintenance Tech

5707 Flight Technology

5838Microsoft Solutions Development

5841 Microsoft NT Product Specialist

5843 Microsoft Systems Engineer

5845 Microsoft Networking Technology

5967Networking Technology:CISCO

5969Networking Administration:CISCO

5055EUT

5179Microsoft DB Administration

5852Microsoft Systems Administration

5034Developmental Disabilities

5881Computer Illustration

5879Digital Imaging

5184AMS

5144 Therapeutic Massage

5183Oracle DB Operations

3179 Microsoft Database Administration

3854 AMS

3144 Therapeutic Massage

3548 Microcomputer Business Applications

3666 Aviation Electronics Maintenance Technology

3838 Microsoft Solutions Development

3670 Aircraft Maintenance Technology

3707 Airway Science Technology, Flight Emphasis

3778 Microsoft Networking Technology

3816 Networking Technology:CISCO

3840 Dietetic Technology

3855 Electrical Utilities Technology

3851General Business

31244Therapeutic Massage

3838Microsoft Solutions Development

3840Dietetic Technology

3012Criminal Justice Studies

3548Microcomputer Business Applications