

Rock Valley College – Application for Degree or Certificate Completion

Please see an Academic Advisor prior to submitting this application to the Records & Registration Office

This application will not be reviewed until after the final grades have been submitted for the semester in which you are applying.

March 1st ~ Applications for Spring Graduation Due

***June 1st ~ Applications for Summer Graduation Due**

October 1st ~ Applications for Fall Graduation Due

*If you are a summer graduate planning to participate in the current year's annual commencement ceremony, submit application by March 1st
Applications must be returned to the Records & Registration Office to be considered for graduation by the specified deadlines.

Name (As you would like it to appear on your diploma) _____ Student ID Number _____ Today's Date _____

Address (with apartment number if applicable) _____ City, State, Zip _____ *If your address changes, notify Records to update your Graduation Application

Phone Number _____ Non-RVC Email Address _____ Semester & Year of Completion _____

Commencement & post-graduation messages will be emailed here as well as RVC Gmail

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Please mark ONE of the following \*each degree/certificate applied for must be on a separate application form

**► Degree Applying for:**

\*Eligible for participation in the annual Graduation Ceremony

\_\_\_ Associate of Arts (1000)                      \_\_\_ Associate of Science (1700)                      \_\_\_ Associate in Engineering Science (1775)

\_\_\_ A.G.S. (0100; requires a signed contract)    \_\_\_ Associate in Applied Science in: \_\_\_\_\_  
Degrees in this category can be found on the reverse of this form

**Are you planning to attend the annual commencement ceremony?**

*\*Only for students earning a degree*

Yes    You will receive an informational letter/reservation form will be sent to you in early March to confirm your participation. If you wish to participate in the ceremony, return the reservation form by the deadline indicated on the information letter to officially reserve your cap, gown, seat and guest seating. Students must order a cap & gown via the process outlined in the information letter – you may not borrow a prior graduates regalia.

Regardless of intent to participate in the ceremony, all diplomas and certificates will be mailed within six weeks following the end of the semester that requirements were met.

No    You have indicated you will not be participating in the ceremony. No further information will be sent to you regarding Commencement.

\_\_\_ General Education Core Curriculum Credential                      \_\_\_ Certificate Applying For:

\*Not eligible for participation in the annual Graduation Ceremony

Certificates in this category can be found on the reverse of this form

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 The Graduation Survey has been completed prior to the submission of the Application for Completion.

REPRINT REQUEST FOR PREVIOUS GRADUATES...
 Request a Reprint of Diploma or Certificate
\$30 Diploma reprint • \$10 Certificate reprint
___ Pick Up ___ Mail (Processed on Fridays)

Advisor Signature: _____ Date: _____

I have confirmed that this student's program evaluation is correct and the student is on track for graduation for the semester indicated above.

Student Signature: _____ Date: _____

I am aware of my academic requirements to complete graduation. I understand that if my requirements are not completed as discussed with my Advisor and/or as indicated on my program evaluation, I will not be able to graduate for the semester indicated above and I must re-apply.

For Office/Advisor Use Only:

IAI: _____ * Curriculum Number: _____ * Catalog Used: _____ GPA and Honors: _____ Date Degree/Cert. Posted: _____

PTK Member: _____ Advisor's Notes (please list courses/requirements needed towards completion): _____

Substitutions/Waivers are needed

Rock Valley College Curriculum Codes 2023-2024

TRANSFER DEGREES

- 1000 Associate of Arts degree (A.A.)
- 1700 Associate in Science degree (A.S.)
- 1775 Associate in Engineering Science degree (A.E.S.)
 - 1001 General Education Core Curriculum (GECC) Certificate

OTHER

- 0100 Associate in General Studies (*students with contracts only*)

CAREER TECHNICAL EDUCATION

A.A.S. DEGREES/CERTIFICATES

Business & Office Technician

- 2000 Accounting AAS
 - 2011 Accounting/Income Tax Fundamentals Certificate
 - 2020 Professional Bookkeeper Certificate

 - 2102 Fundamentals of Supply Chain Management Certificate
 - 2103 Advanced Supply Chain Management Certificate
- 2100 Business Administration AAS
 - 2105 Entrepreneurship Certificate
 - 2114 Business Fundamentals Certificate
 - 2211 Marketing Certificate
 - 2511 Management Certificate
- 2600 Office Professional AAS
 - 2601 Administrative Assistant Certificate
 - 2605 Medical Coding Certificate
 - 2606 MOS/Word Certificate
 - 2607 MOS/Excel Certificate
 - 2608 MOS/PowerPoint Certificate
 - 2609 MOS/Access Certificate

Computer Information Systems

- 2700 Computers & Information Systems AAS
 - 2735 C/C++ Programming Certificate
 - 2755 Mobile Application Development Certificate
- 3750 Network System Administration AAS
 - 3720 Cisco Networking Certificate
 - 3725 Microsoft Server Admin. Certificate
 - 3730 Network Technician Certificate
- 3775 Cybersecurity Specialist AAS
 - 3776 Cisco CCNA Security Certificate
- 3900 Web Programming & Design AAS
 - 3901 Web Development Certificate
 - 3902 Web Design Certificate

Communications

- 3950 Media Production Specialist Certificate
- 3975 Multimedia Journalist Certificate

Allied Health

**Only for students accepted into one of these programs*

- 5100 Dental Hygiene AAS
- 5200 Respiratory Care AAS
- 5400 Nursing AAS
 - 5411 Nursing Aide Certificate

 - 5605 Phlebotomy Technician Certificate
- 5700 Medical Assistant AAS

Education, Training, & Public Service

- 5500 Early Childhood Education
 - 5501 Early Childhood Educator Certificate
 - 5511 Early Childhood Educator Assistant Certificate
- 7500 Fire Science AAS
 - 7501 Basic Operations Firefighter Certificate
 - 7521 Foundation of the Fire Service Certificate
 - 7535 Emergency Medical Technician Certificate

- 7800 Criminal Justice AAS
- 9000 Fitness, Wellness, & Sport AAS
 - 9010 Coaching Education Certificate
 - 9020 Personal Training Certificate

Maintenance & Manufacturing

- 7100 Automotive Service Technology AAS
 - 7101 Automotive Technician Certificate
 - 7112 Automotive Maintenance & Light Repair
- 7200 Aviation Maintenance Technology AAS
 - 7201 Aviation Maintenance Certificate
 - 7202 Airframe Technician Certificate
 - 7203 Powerplant Technician Certificate
- 8225 Graphic Design AAS
 - 8201 Prepress Certificate
- 8250 Cross Media Production AAS
 - 8218 Advanced Welding Certificate
 - 8219 Industrial Welding Certificate
- 8400 Electronic Engineering Technology AAS
 - 8414 Basic Electronics Certificate
- 8700 Mechatronics AAS
 - 8710 Fundamentals of Mechatronics Certificate
 - 8711 Advanced Mechatronics Certificate
- 8800 Manufacturing Engineering Technology AAS
 - 8810 CAD Certificate
 - 8820 CNC Certificate
 - 8830 Basic Quality Certificate
 - 8840 Certified Manufacturing Associate Certificate

Apprenticeship Programs

- 9900 Electrician Apprenticeship AAS
 - 9913 Electrician Apprenticeship Certificate

 - 9919 Tool & Die/Precision Machinist Apprenticeship Certificate

NON CREDIT PROGRAMS

CONTINUING/TECHNICAL EDUCATION

CREDIT COURSE ENROLLEE

Use if enrolled in 1.6 PCS courses. If 1.6 courses combined with non-credit CES (1.3) courses then use one of the following:

- 6011 Vocational Skills—General
- 6012 Vocational Skills—Agricultural Occupations
- 6013 Vocational Skills—Market & Distribution
- 6014 Vocational Skills—Health Occupations
- 6015 Vocational Skills—Home Economics
- 6016 Vocational Skills—Business Occupations
- 6017 Vocational Skills—Technology Occupations
- 6018 Vocational Skills—Trade & Industrial Occupations

NON-DEGREE

If students select from this list, ask if they are applying for or receiving financial aid. If yes, they should select from the Transfer Degree or Career Technical programs list.

Transfer/Occupational Credit Course Enrollee

- | | |
|-------------------------------|----------------------------------|
| 1010 Transfer course | 7099 Tech. & Industrial course |
| 1030 Raise Course | 7199 Mechanics/Repairers course |
| 1090 Occupational Course | 7599 Protective Service course |
| 2299 Marketing course | 8299 Media course |
| 5099 Health Vocations course | 8999 Precision Production course |
| 2099 Business & Office course | 9099 Recreation course |
| 4499 Service Vocations course | |

OTHER - Community Education Non-credit courses

Use if enrolled in 1.3 PCS courses only.

- SERV Community Education courses (non-credit)