

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*

*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.*

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.

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

**► 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 2020-2021

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.)

OTHER

0100	Associate in General Studies (students with contracts only)
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CAREER TECHNICAL EDUCATION

A.A.S. DEGREES/CERTIFICATES

Business/Management

2000	Accounting AAS
2011	Accounting/Income Tax Fundamentals Certificate
2020	Professional Bookkeeper
2100	Business Administration AAS
2105	Entrepreneurship Certificate
2114	Business Fundamentals Certificate
2511	Management Certificate
2211	Marketing Certificate
2600	Office Professional AAS
2601	Administrative Assistant Certificate
2605	Medical Coding Certificate
2606	MOS/Word Certificate
2607	MOS Excel
2608	MOS/PowerPoint
2609	MOS/Access

Information Technology

2700	Computers & Information Systems AAS
2735	C/C++ Programming Certificate
2745	Visual Basic Programming Certificate
2755	Mobile Application Development Certificate
3750	Cisco Networking AAS
3720	Cisco Networking Certificate
3721	Cisco Advanced Networking Certificate
3725	Microsoft Server Admin. Certificate
3730	Network Technician Certificate
3775	Data Assurance and IT Security AAS
3755	Voice Over IP Associate Certificate
3776	Cisco CCNA Security Certificate
3777	Cisco CCNP Security Certificate
3900	Web Programming and Design AAS
3901	Web Development Certificate
3902	Web Design Certificate

Communications & Related Programs

3950	Media Production Specialist Certificate
3975	Multimedia Journalist Certificate

Health Science/Diagnostic Services

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

5100	Dental Hygiene AAS
5200	Respiratory Care AAS
5405	Surgical Technology Certificate
5400	Associate Degree Nursing Program AAS
5411	Nursing Aide Certificate
5605	Phlebotomy Technician Certificate

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
7521	Foundation of the Fire Service
7535	Emergency Medical Technician
7800	Criminal Justice AAS

Education, Training, & Public Service

9000	Fitness, Wellness, & Sport AAS
9010	Coaching Education Certificate
9020	Personal Training Certificate

CAREER TECHNICAL – A.A.S. DEGREES/CERTIFICATES (continued)

Construction, Maintenance, & Manufacturing

2102	Supply Chain Management Certificate
7100	Automotive Service Technology AAS
7113	Automotive Electrical Certificate
7111	Automotive Engine Certificate
7114	Automotive Engine Performance Certificate
7117	Automotive Heating & Air Conditioning Certificate
7112	Automotive Suspension & Brakes Certificate
7101	Automotive Technician Certificate
7116	Automotive Transmission Certificate
7200	Aviation Maintenance Technology AAS
7201	Aviation Maintenance Certificate
7202	Airframe Technician Certificate
7203	Powerplant Technician Certificate
8201	Prepress Certificate
8225	Graphic Design AAS
8250	Cross Media Production AAS
8218	Welding Certificate
8219	Industrial Welder Certificate
8400	Electronic Engineering Technology AAS
8414	Basic Electronics Certificate
8600	Sustainable Energy Systems AAS
8601	Sustainable Energy Systems Certificate
8614	Basic Sustainable Energy Systems Certificate
8710	Fundamentals of Mechatronics
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	7199	Mechanics/Repairers course
2299	Marketing course	7599	Protective Service course
5099	Health Vocations course	8299	Media course
2099	Business & Office course	8999	Precision Production course
4499	Service Vocations course	9099	Recreation course
7099	Tech. & Industrial course		

OTHER - Community Education Non-credit courses

Use if enrolled in 1.3 PCS courses only.

SERV	Community Education courses (non-credit)
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