



Graduation Application Packet



IMPORTANT INFORMATION

**READ AND FOLLOW ALL INSTRUCTIONS THOROUGHLY!
KEEP THIS COVER PAGE FOR YOUR RECORDS**



APPLICATION PERIODS:

FALL = Aug. 1st – Oct. 30th

SPRING = Nov. 1st – Mar. 30th

SUMMER = Apr. 1st – Jun. 30th



When printed deadlines fall on either a Saturday, Sunday or federal holiday, the filing period will be extended to the following business day.

- Step #1** Complete all attached forms. Incomplete packets will be returned to the student
- Step #2** If you have petitioned to substitute one course for another, you must obtain approval/documentation from the Department Chair.
- Step #3** *Submit completed applications to the Admission & Records Office located in the CCR building room 111 prior to the application deadline.*

E-Mail Notifications:

Please note that the college assigns all students an e-mail address. ALL notifications and announcements regarding graduation evaluation, acceptance, denial etc... will be e-mailed to this college assigned e-mail address. It is the student's responsibility to check this e-mail account.

Other Institution Transcripts:

Transcripts from all other colleges/universities must be submitted to Admissions & Records before your application can be evaluated. Failure to submit all transcripts will result in the denial of your application. Official transcripts showing completion of currently enrolled courses must be received no later than one (1) month after the end of the term for which you are applying to graduate. To verify if official transcripts are on file, contact the Admissions & Records Office either in person, or by phone at, (909) 794-2161, Ext. 3372.

Commencement:

Crafton Hills College conducts one commencement ceremony each academic year in the month of May. Students graduating in the fall, spring, and summer are eligible to participate in commencement. For more information, please visit our website at www.craftonhills.edu/commencement. Applicants invited to participate in the ceremony will also receive information via postal mail and electronic mail to the student email account assigned by Crafton Hills College.

Diplomas:

Degree Applicants Only – *Your diploma will be mailed to the address on file in the Admissions & Records Office. Please allow up to eight (8) weeks after the end of the term to receive your diploma in the mail.*

Have Questions?

Please check our website at www.craftonhills.edu for updated information regarding graduation, commencement, honors convocation, photographs and more. If you have further questions, please feel free to contact the Admissions & Records Office by e-mail: admissions@craftonhills.edu or by phone at (909) 794-2161 Ext. 3372.

Questions and Answers:

Q: What does Catalog Year mean, and why is it important?

A: The college catalog is a document, published yearly, that contains the requirements for all of the degrees that are offered from Crafton Hills College. Each new academic year begins with the fall semester. If a student enrolls during a summer session, he or she has catalog rights in effect for the previous academic year. Degree and certificate requirements may change from one academic year to the next. Students have the right to graduate under the terms of any single catalog that is published while in continuous enrollment at Crafton Hills College. Continuous enrollment is defined as attendance in at least one transcribed course during a fall or spring semester within an academic year. For assistance in selecting the appropriate catalog year for your degree requirements, contact the Counseling Office.

Q: What are the Degree Designations and what do they mean?

A: The Degree Designations are the type of degree you are requesting after completing the Academic Program requirements.

- A.A. = Associate of Arts
- A.S. = Associate of Science
- A.A.-T = Associate in Arts for Transfer
- A.S.-T = Associate in Science for Transfer
- Cert = Certificate

Q: What are the General Education Patterns and what do they mean?

A: General Education Patterns are a set of courses required to complete a given degree. These patterns may vary based upon intended transfer or other variables. Consult the college catalog or your counselor for more information.

- CSUGE = California State University General Education Requirements
- IGETC/CSU = Intersegmental General Education Transfer Curriculum for Transfer to CSU
- IGETC/UC = Intersegmental General Education Transfer Curriculum for Transfer to UC
- IGETC for STEM = Intersegmental General Education Transfer Curriculum for STEM majors.
- CHC GE = Crafton Hills College General Education Requirements for Local Degrees

Q: What is the AA-T or AS-T?

A: Upon completion of the AA-T or AS-T degree, the student is eligible for transfer with junior standing into the California State University (CSU) system. Students are given guaranteed admission into the California State University (CSU) system, and further are given priority consideration when applying to a particular program that is similar to the student's community college major. The law prohibits the CSU from requiring a transferring student to repeat courses similar to those taken at the community college that counted toward their associate degree for transfer.

Q: Where can I find more information?

A: For more information regarding AA-T, AS-T, or other degrees please visit our Counseling office, Transfer Center, the California Community College transfer SB1440 website at ccctransfer.org/sb-1440 , or review our college catalog online at www.craftonhills.edu.



Admissions & Records Office
 11711 Sand Canyon Road
 Yucaipa, CA. 92399-1799
 909 389 3372
www.CraftonHills.edu

Graduation Application Degree/Certificate

Fill out the requested information completely. **Applications that are incomplete cannot be evaluated or processed and will be returned to you.** Submit completed applications to the Admissions & Records Office located in the CCR building room 111.

Legal Name: _____
 First Name Middle Name Last Name

Student ID#

Please print your name neatly. **Your name will appear on your diploma EXACTLY as written below.**

Diploma Name: _____
 First Name Middle Name Last Name

All correspondence will be e-mailed to the college assigned student e-mail address. If you wish to make changes to your mailing address, phone number, etc... please do so online via WebAdvisor before submitting this application.

YEAR 20_____

Fall (Aug. 1st – Oct. 30th) **Spring (Nov. 1st – Mar. 30th)** **Summer (Apr. 1st – Jun. 30th)**

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DEGREE OR CERTIFICATE

In the table below, write the title of the academic program and the catalog year containing the requirements that you are completing. Indicate the type of degree or certificate and general education pattern for the listed program with an X. See the cover sheet for descriptions of Catalog Year, Degree/Certificate Types, and General Education Patterns. For questions on catalog year, degree types, or general education patterns, contact the counseling office to speak with a counselor.

Academic Program		Catalog Year		Degree/Certificate Type					General Education Pattern				
				Check only one option per program					Check only one option per program				
				A.A.	A.S.	A.A.-T	A.S.-T	Cert	CSUGE	IGETC CSU	IGETC UC	IGETC for STEM	CHC GE
/		/											
/		/											
/		/											
/		/											
/		/											

List the complete names of all other colleges/universities you have attended.

Transcripts from all other colleges/universities must be submitted to Admissions & Records before your application can be evaluated. Failure to submit all transcripts will result in the denial of your application. Official transcripts showing completion of currently enrolled courses must be received no later than one (1) month after the end of the term for which you are applying to graduate.

Mark the appropriate answers to the following questions:

Yes No Have you petitioned for course substitution? If yes, attach approval from the Department Chair and/or Dean.

Yes No Are you currently attending another college or university? (See Other Institution Transcripts on cover page)
 If yes, name of school _____

DIRECTORY INFORMATION DISCLOSURE

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the San Bernardino Community College District, with certain exceptions, obtain the student's written consent prior to the disclosure of personally identifiable information from his/her education records. Crafton Hills College does not maintain a public directory. However, Crafton Hills College may disclose appropriately designated "directory information" without written consent, unless the student has advised the College to the contrary in accordance with College procedures. The primary purpose of directory information is to allow Crafton Hills College to include this type of information from the student's education records in certain school publications. Examples include, but are not limited to:

- A playbill, showing the student's role in a drama or music production;
- Club membership lists;
- Deans/Honor roll or other recognition lists;
- Graduation programs and other related publications.

Directory information includes your name, address, phone number, electronic mail address, date and place of birth, major field of study, dates of attendance, grade level, degrees, honors and awards received, and the most recent educational agency or institution attended. **Directory information does not include your social security number.**

Important Note: The names of students who have restricted their directory information disclosure ***will not appear*** in the **Commencement program, Scholars Convocation program or any other college publication.**

Must check ONLY one of the following options:

- Allow disclosure of my directory information (My name **will** appear in Commencement publications)
- Do Not disclose my directory information (My name **will not** appear in Commencement publications)

Note: The above selection will override any previous selection for disclosure of Directory Information within the San Bernardino Community College District.

REQUIRED STUDENT SIGNATURE

I hereby certify, under penalty of perjury, that the information contained in this form pertains to my student records; that all information provided is complete and accurate and that I have read and understand the information provided in this packet.

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Student ID#

Student Signature

Date