

GRADUATION INFORMATION

I'm nearly done with my courses – how do I get my Certificate?

In the first week of your last semester, please follow these steps:

Step 1 - In the very beginning of your final semester contact the individual certificate program to make certain that you get your invitation to graduation and are listed as a graduate. If you are leaving a voice message, clearly provide current residential address, day phone and spell out your official first, last, and middle name as you want it to appear on the graduation program. If you miss that deadline, you will need to wait for the next graduation.

Step 2 - Pickup a Petition for Certificate of Achievement from the Office of Awards and Certificates Evaluations, Conlan Hall, Room E-2. Fill it out and return to above office by the deadline published in the current semester College Catalog and Schedule of Classes. Under website <http://www.ccsf.edu> do search under "CCSF Catalog Table of Contents," click and scroll down to "Calendar of Instruction," click and scroll down to "Last day to petition for an Award of Achievement/ Certificate of Completion."

NOTE: The Office of Awards in Step 2 is a different City College office, not your Certificate program office (Drug and Alcohol Studies, Community Health Worker, Health Care Interpreter, or HIV/STI Prevention Education). The Office of Awards and Certificates Evaluations verifies the courses you took and that you passed all required coursework. Your City College of San Francisco transcript is CCSF's official record of coursework completed.

If you have questions regarding the status of your petition for certificate, please call the Awards office (415) 239-3486.

Be sure to inform *both* the Office of Awards and your Health Science Certificate office if you have a change of address.

Remember, THE COLLEGE AND YOUR PROGRAM OFFICE DO NOT KNOW YOU ARE READY TO GRADUATE UNLESS YOU INFORM THEM. IT IS NOT AUTOMATIC THAT YOU RECEIVE THE CERTIFICATE OR THE INVITATION TO GRADUATION--YOU MUST MAKE THE CALLS IN A TIMELY MANNER.

Thank you very much.

Contact numbers:

CHW Certificate (415) 452-7481

Drug and Alcohol (415) 452-5159

Healthcare Interpreter (415) 452-5158

HIV/STD Prevention Education (415) 452-5202