



NONCREDIT ADMISSIONS & RECORDS OFFICE

50 PHELAN AVENUE • SMITH HALL 118B • SAN FRANCISCO, CA 94112 • 415.452.7400 • FAX 415.452.5592

Procedures for “Petition For Noncredit Certificate”

Student:

- 1) Completes a “Petition For Noncredit Certificate” form for each certificate.
- 2) Logon to Web4 to print out an unofficial transcript.
- 3) Makes an appointment with a counselor.
- 4) If there is any course substitution request, a Petition For Course Substitution/Equivalency form must be submitted with Department Chairperson/Designee approval.
- 5) If there is any course waiver request, a Petition For Waiver Of Certification Requirement(s) form must be submitted with Department Chairperson/Designee approval.
- 6) Brings the unofficial transcript, the certificate chart and all necessary documents to meet with a counselor to go through the certificate requirements
- 7) Fills out a transcript request.

Counseling:

- 1) Makes sure the student meets all the requirements for the certificate.
- 2) Signs the Petition For Noncredit Certificate form after evaluating the student’s transcript.
- 3) Submits all documents to Noncredit Admissions & Records, Ocean Campus, SH-118B.

Office of Noncredit Admissions & Records:

- 1) Evaluates and posts Certificate of Completion or Certificate of Competency awards by term of year on the student’s academic records.
- 2) Contacts the department chairs to sign the certificate/s once they are ready.
- 3) Contacts the student to pick up the certificate once it is ready. (Student is required to show photo ID upon pick up of the certificate.)
- 4) Certificate for each certificate program and an official transcript will be presented to the student.

Questions, please contact:

Cristina Wong

Noncredit Admissions & Records

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