

**SBCC ASSOCIATE DEGREE AND CERTIFICATE OF ACHIEVEMENT  
APPLICATION INSTRUCTIONS  
www.sbcc.edu/counselingcenter**

**WHEN CAN I APPLY?** Applications for a degree or certificate may be submitted once all requirements have been fulfilled **or** if all requirements will be fulfilled by the end of the current semester. In order to be included in the commencement brochure all applications must be filed no later than the posted date in March.

**HOW DO I KNOW IF I AM ELIGIBLE TO APPLY? Is SBCC the only college you have attended?** If yes, then log on to your Pipeline account and run a DARS U-Achieve report. You will need to identify the catalog year for each degree(s) or certificate(s) for which you will be applying. Your choice of catalog year must be within your catalog rights. Santa Barbara City College students may graduate under the General Education and Department requirements in effect at the time of first enrollment, as long as continuous enrollment is maintained; or under the requirements in effect from the time continuous enrollment is established and maintained; or under the requirements in effect at the time of graduation. Continuous enrollment is defined as enrollment in both Fall and Spring semesters through the first census each academic year. Your DARS U-Achieve report considers and applies current semester "in progress" (IP) SBCC course work. Unfulfilled requirements will be marked with a large red X. If your DARS report states "AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED", you are NOT eligible to apply. If all requirements have not been satisfied according to DARS and you believe you are eligible, contact an academic counselor. **If you are eligible to apply, do so now.**

**Have you attended other colleges?** If yes, then you must consult with an SBCC academic counselor.

**HOW DO I APPLY? If SBCC is the only college you have attended follow the instructions below.**

Log on to your Pipeline account and **run a DARS U-Achieve report** for each degree or diploma for which you are applying. **Print out and complete a separate APPLICATION FOR DEGREE OR CERTIFICATE OF ACHIEVEMENT** form for each degree and/or certificate for which you will be applying.

Parts I, II. Provide all requested information. **Print.** Do Not Write.

Part III. a) Identify the term and year in which you did or will complete all requirements.

b) Identify the catalog year under which you are applying. Requirements may vary from year to year. Santa Barbara City College students may graduate under the General Education and Department requirements in effect at the time of first enrollment, as long as continuous enrollment is maintained; or under the requirements in effect from the time continuous enrollment is established and maintained; or under the requirements in effect at the time of graduation.

c) Select the degree type: Refer to the catalog for degree types available for your major or program of study. If you believe you may be eligible for a certificate that is affiliated with a particular major check the box.

d) Print the name of the program or major just as it appears on your DARS U-Achieve Report or just as it appears in the catalog under which you are applying.

Part IV. If you are substituting or waiving any courses your Sub/Waiver form must be on file in the Admissions Office. List an AP or IB exams you have taken. List all colleges you have attended. Official transcripts must be on file.

Part V. Sign your name and date the form. Submit one application and one DARS U-Achieve report for each degree and certificate. Submit both the form and a copy of your DARS U-Achieve report to the SBCC Academic Counseling Center, SS 120 or mail to SBCC Academic Counselor Center, 721 Cliff Drive, Santa Barbara, CA 93109 or fax to 805-560-0591.

**If you have attended other colleges** you will need to meet with an SBCC academic counselor to have external coursework officially evaluated. Official transcripts from all colleges previously attended need to be on file with the SBCC Admissions and Records Office. Your academic counselor will assist you in evaluating your external coursework and with filing the degree and/or certificate application(s).

**GENERAL INFORMATION REGARDING DIPLOMAS, CERTIFICATE AND COMMENCEMENT**

Degrees and Certificates that are listed as "pending" in the college catalog are subject to approval or denial from the California Community Colleges Chancellor's Office. "Pending" degrees and certificates will only be posted to the student's transcript if and when the college is approved to offer these degrees and certificates.

**DIPLOMAS: Associate Degrees(s) and Certificate(s) of Achievement** will be posted to your transcript approximately five weeks after the end of each term and will be available for pick up at the Admission and Records Office the following date:

Fall diplomas/certificates are available late March

Spring diplomas/certificates are available late September

Summer diplomas/certificates are available late October

Diplomas/Certificates will not be released if you have outstanding financial obligations to SBCC. Check your Pipeline account for any financial holds. You may also request that your diploma/certificate be mailed to you for a charge of \$6.50 to a US address and \$10.00 to a foreign address. The request form is available at: <http://www.sbcc.edu/admissions/files/DiplomaMailingRequest.pdf>

**COMMENCEMENT: In mid April**, additional information regarding Commencement and other graduation announcements will be posted on Pipeline. Commencement takes place at 5 p.m. on the last Friday of the Spring semester in May. 4/12/10

**SANTA BARBARA CITY COLLEGE**  
**APPLICATION FOR DEGREE OR CERTIFICATE OF ACHIEVEMENT**  
 (Submit a separate application for each degree and major)

**Part I: PRINT APPLICANT'S NAME AS IT APPEARS IN SBCC RECORDS:**

First \_\_\_\_\_ Middle \_\_\_\_\_ Last Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 SBCC Student Identification number: **K** \_\_\_\_\_ Phone \_\_\_\_\_  
 SBCC Email: \_\_\_\_\_@pipeline.sbcc.edu (Your Pipeline email will be used for correspondence).  
 I am currently enrolled at SBCC  **OR** My last semester of enrollment at SBCC was

**Part II: PRINT NAME AS APPLICANT WISHES IT TO APPEAR ON THE DIPLOMA OR CERTIFICATE**

First Name \_\_\_\_\_ Middle Name or Initial \_\_\_\_\_ Last Name \_\_\_\_\_

**Part III: Submit separate applications for each degree/major**

- a. SEMESTER/YEAR OF COMPLETION:  SUMMER  FALL  SPRING YEAR \_\_\_\_\_  
 b. CATALOG YEAR \_\_\_\_\_ (see instructions on other page for catalog year information)  
 c. DEGREE TYPE (Choose One):  Associate in Arts  Associate in Science  Certificate of Achievement  
 Certificate: Please check my eligibility for an accompanying certificate  
 d. PROGRAM NAME (Choose One):  
 \_\_\_\_\_ (e.g. Art: Emphasis in Art History)  
 Liberal Arts and Sciences: Social & Behavioral Sciences Emphasis (effective Fall 2009)  
 Liberal Arts and Sciences: Arts & Humanities Emphasis (effective Fall 2009)  
 Liberal Arts and Sciences: Science & Mathematics Emphasis (effective Fall 2009)  
 \*Certificate of Achievement: IGETC (effective Fall 2008)  
 \*Certificate of Achievement: CSU General Education Breadth (effective Fall 2008)

**Part IV:** Have all requested waivers/substitutions been submitted to Admission and Records?  yes  no

*For the following, applicant is responsible for submitting all official transcripts/college board records:*

List AP/IB credit: Subjects and Scores \_\_\_\_\_

List All Other Universities /Colleges Attended \_\_\_\_\_

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

**Part V:**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student: Do not write below this line. This information must be completed by a counselor.**

Counselor's Signature \_\_\_\_\_ Contact Code \_\_\_\_\_ Date \_\_\_\_\_

- \*Satisfactory completion of all requirements, in progress courses and review and approval by the Articulation Office.  
 All conditions have been satisfied. There are no in progress requirements remaining.  
 All conditions will be satisfied upon completion of SBCC in progress coursework as verified by DARS.  
 All conditions will be satisfied upon completion of the following: \_\_\_\_\_

Placement into Math 107  Placement higher than 107  Placement into English 111

Official Transcripts Needed From: \_\_\_\_\_

In Progress External Coursework: \_\_\_\_\_

DARS: \_\_\_\_\_ fulfilled by \_\_\_\_\_

Approval of Scholastic Standards Waiver or Substitution Petition(s): \_\_\_\_\_

**Office Use Only**

SBCC GPA \_\_\_\_\_ CUMULATIVE GPA \_\_\_\_\_ ELIGIBLE?  YES  NO

DATE STUDENT NOTIFIED: \_\_\_\_\_ By: \_\_\_\_\_

DATE POSTED TO TRANSCRIPT: \_\_\_\_\_ By: \_\_\_\_\_

4/12/10