



# *Plan Ahead*

## *2012 Graduates*

**Planning to graduate next year,  
but DON'T KNOW where to start?**

**PROGRAM CURRICULUM  
COMPLETED?**



**DIPLOMA WANTED?**

**YOU MUST PETITION!**

### **PETITION TO GRADUATE PROCESS:**

- ➡ **STEP 1: Develop an Education Plan with a Counselor**
- ➡ **STEP 2: Petition to Graduate at Evaluations Office**
- ➡ **STEP 3: Evaluation Review by the District Evaluators**
- ➡ **STEP 4: Receive an Invitation for the Graduation Ceremony**
- ➡ **STEP 5: Register to Participate/Walk in Commencement Ceremony**
- ➡ **STEP 6: Receive your Diploma in the Mail**

# PETITION TO GRADUATE STEPS:

## ➡ STEP 1: Develop an Education Plan with a Counselor

- You **MUST** have official transcripts from all previous colleges on file & evaluated. Transcripts must be mailed to: *San Diego Community College District, Suite 100, 3375 Camino del Rio South San Diego, CA 92108.*
- Follow up two weeks later & ask for “Request for Transcript Evaluation” at Evaluations/Records Office in Room A-109 or by phone at 619-388-3466/619-388-3474. This process may take 2-4 weeks. You will receive an email notice when your evaluation is completed.
- Meet with a counselor to develop an electronic “Education Plan” for your AA, AS, or Certificate of Achievement. (see contact information at the end of step # 6)

## ➡ STEP 2: Petition to Graduate at Evaluations Office

- You may file your “Petition to Graduate” online at <https://studentweb.sdccd.edu/e-grades/>, by fax at 619-388-3505, or in person at the Evaluations/Records Office Room A-109.
- The declared Major (degree or certificate title) in your Petition **MUST** match your Education Plan on file. Notify the Evaluations Office if you need to make any changes to your petition.

## ➡ STEP 3: Evaluation Review by the District Evaluators

- It is highly recommended to submit your Petition *one year in advance*, and it is **CRUCIAL** that you keep your email & mailing address up-to-date.
- You may update your information online at <https://studentweb.sdccd.edu/reg-e/>  
However; you must also **NOTIFY** the Evaluations Office with any changes to ensure that your petition is up-to-date.
- Wait for your Evaluation Review to arrive in the mail. It may take 3 or 4 months from the time you petition. **DO NOT PANIC!** It is not an Approved or Denied decision.
- When your evaluation arrives in the mail, **READ** the evaluation letter carefully & review the copy of your Education Plan to ensure you are on the right track to complete your major requirements.
- If you have trouble understanding your evaluation, contact your counselor.

## ➡ STEP 4: Receive an Invitation for the Graduation Ceremony

- Your participation in the Commencement Ceremony is **OPTIONAL**, but strongly encouraged.
- Your *invitation to participate* will be sent via email and/or U.S. Mail between March and April.

- You do not have to respond to the invitation if you are not interested in participating.
- Graduation Commencement Ceremony is **ONLY** once a year. Generally, the last Friday of the Spring Semester. The exact date & time will be included in your invitation. Graduation day is May 18, 2012 at 5:00pm, Organ Pavilion.
- **ALL** students who submitted a "Petition to Graduate" are invited to participate based on the following:
  - Have completed the requirements to graduate in the Fall semester 2011
  - In progress to complete the requirements for Spring 2012 or
  - Have a maximum of 3 courses to complete (9 units) in Summer 2012

### ➔ **STEP 5: Register to Participate/Walk in Commencement Ceremony**

- Graduation Commencement is a ceremony to honor your accomplishments. You will receive a diploma cover if you participate (see step # 6 for details about the mailing of your diploma).
- Be sure to follow the instructions on your invitation, you **MUST REGISTER ONLINE** to participate. The web page link will be in your invitation. Please pay close attention to all deadlines.
- If you need assistance with registering, contact the Student Affairs Office in Room D-106.
- You must complete your registration **ONE** time **ONLY**, and with **ACCURACY**. Be sure to include the **PHONETIC** spelling of your name. It is very important to complete this step in order for your name to be pronounced correctly when you walk across the stage.
- After you finish with the registration, you must click the "**Submit Graduation Registration**" tab to complete your registration. Then, you will receive the following confirmation message, "**Thank You! We Have Received Your Submission**". Contact the Evaluations Office if you need to make any changes.
- Your name will be printed in the Commencement Program regardless of your participation as long as your "Petition to Graduate" meets the deadlines.
- You must notify the Evaluations Office **ONLY** if you **DO NOT** want your name in the program.
- Participating students **MUST** attend a Rehearsal the day prior to graduation.
- Wear the official City College Cap & Gown the day of graduation (available in City Bookstore in May).



## ➡ **STEP 6: Receive your Diploma in the Mail**

- **ALL Course work requirements for your Degree and/or Certificate of achievement MUST BE COMPLETED** before it appears in your transcript & before the diploma is mailed.
- The following are dates when Degrees and/or Certificate of Achievements will be posted on official transcripts:
  - **Spring graduate 05/2012**, petition by April 15, 2012- Posted on transcript by June 29, 2012
  - **Summer graduate 08/2012**, petition by July 31, 2012-Posted on transcript by September 28, 2012
  - **Fall graduate 12/2012**, petition by November 15, 2012-Posted on transcript by January 31, 2013
- Your diploma will be sent by Mail to the address you provided in your Petition, regardless of your participation in the Commencement Ceremony. Keep mail, phone and email contact information current.
- Diplomas are mailed at the end of each semester as follows:
  - Spring Graduates receive Diplomas by Mail at the end of July 2012
  - Summer Graduates receive Diplomas by Mail at the end of September 2012
  - Fall Graduates receive Diplomas by Mail at the end of February 2013

### **RESOURCES:**

For special accommodations or information about the Commencement Ceremony, you may contact the Student Affairs Office in Room D-106 or (619) 388-3498.

For information about the status of your “Petition to Graduate” or any changes to your petition, you may contact the Evaluations/Records Office in Room A-109 (619) 388-3466/388-3474.

For information about your Evaluation, Major requirements or any questions related to your academic status, contact your counselor’s office.

- ✓ Counseling Office in Room A-110 (619) 388-3540
- ✓ EOPS counseling in Room L-117 (619) 388-3209
- ✓ FYE counseling in Room L-206 (619) 388-3998
- ✓ DSPS counseling in Room A-115 (619) 388-3513

