

REQUEST FOR ACCEPTANCE INTO CERTIFICATE PROGRAM

This form must be completed by the student and approved by the advisor overseeing certificates in the college or school.

Student's Name: _____ ID: _____
Last Name First Name MI

Contact Phone Number: _____

Certificate(s) and number(s) for which you are applying: _____

Are you an athlete? _____ If yes, NCAA Compliance Assistant signature required _____

Are you a veteran? _____ If yes, Veteran's Certification Assistant signature required _____

NOTE:

- 1. Students pursuing only a certificate are not eligible for financial aid.
- 2. It is your responsibility as the student to apply to graduate for this certificate when enrolling for your final semester. Remind your advisor to make the approved comment on the Certificate graduation application indicating he or she is approving the certificate. All students are charged a graduation fee. If also getting a degree the same semester, you must apply for it separately.

Student's Signature: _____ Date: _____

To be completed by Advisor of certification program in college or school:

Is this student pursuing a bachelor's or master's degree while completing a certificate also? _____

If yes, what is the primary major being pursued? _____ What is the expected graduation date? _____

Is student pursuing a 2nd major? _____ If yes, what is it? _____

What is the student's minor? (if required) _____

Semester in which student will complete the certification requirements: Cert # _____ Date _____

Cert # _____ Date _____ Cert # _____ Date _____

Certificate Advisor Approval: _____ Date approved: _____

Completed form must be submitted to the Records Office, Room 111 Administration Building.

Office Use Only:

Certificate(s) entered on prog_enr_rec: _____ Date _____ By _____

Major1 changed to non-degree seeking code if **ONLY** pursuing a certificate. 058Z (Undergrad certification only) _____
058Y (Postgrad certification only-undg cert) _____
087Z (Graduate certification only-grad cert) _____

If pursuing a certificate **ONLY** advisor changed to: _____ By _____

Copy of this form to financial aid office **ONLY** when a certificate student only: _____ By _____