The Seattle Colleges do not discriminate on the basis of race or ethnicity, color, age, national origin, religion, marital status, sex, gender, sexual orientation, gender identity, veteran or disabled veteran status, political affiliation or belief, citizenship/status as a lawfully admitted immigrant, or disability.

# Application for SHORT TERM Certificates of Completion
### *Apply for Graduation as soon as you register for the final courses needed for the Certificate.*

**Confirm that your contact information is correct at the following website: http://www.northseattle.edu/kiosk**
(click on "Update your Address, Email, or Phone").

## TO BE COMPLETED BY STUDENT.   Please Print Clearly

STUDENT I.D. NUMBER ____  ____  ____ /____  ____ /____  ____  ____  ____ TODAY'S DATE _____

LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____

**YEAR _____ QUARTER _____** = the last year/quarter of classes completed for certificate
*Check Degree Audit to see what year/quarter was completed last.*

From the list below please clearly mark the certificate(s) you are completing in the Year and Quarter indicated above. Submit a **new** application for certificates that are earned in different quarters.

## CERTIFICATE OF COMPLETION PROGRAMS:

- ☐ (177) Green Energy
- ☐ (518A) Microsoft Office Professional
- ☐ (527F) Cisco Certified Network Associate
- ☐ (527E) Comp. Maint. Fund w/ Networking
- ☐ (533D) Network Admin Linux/Unix
- ☐ (533C) Network Admin Microsoft Windows
- ☐ (506A) Network Security Specialist
- ☐ (630I) Aviation Electronics I: Wire Assembly
- ☐ (630G) Computer Maintenance Fundamentals
- ☐ (798B) Building Information Modeling (BIM)
- ☐ (798E) CAD for Design and Construction
- ☐ (622) Project Management
- ☐ (547I) Administrative Specialist
- ☐ (547M) Office Assistant
- ☐ (547N) Office Support

- ☐ (402E) Assistant in  Early Childhood Education
- ☐ (40E)  Initial Certificate (ECE – Statewide)
- ☐ (381I) Healthcare Preparation
- ☐ (381H) Medical Fund. for Clinical Research
- ☐ (382A) Phlebotomist
- ☐ (382) Phlebotomy
- ☐ (391) Emergency Department Technician
- ☐ (391B) Sustainability in Healthcare
- ☐ (505D) Accounting Achievement
- ☐ (505L) Accounting Fraud
- ☐ (505J) Accounting Office Assistant I
- ☐ (505K) Accounting Office Assistant II
- ☐ (505I) Not-for-Profit Management
- ☐ (505F) Tax Preparation
- ☐ (275Q) Commercial Real Estate
- ☐ (275R) Green Real Estate

Programs for 20 Credits or more are listed on another application. If your program is 19 credits or less and is NOT listed on this application, please write your program number and name below:

_____

## TURN PAGE FOR MORE INFORMATION AND REQUIRED SIGNATURES

## COMPLETED BY STUDENT

☐ Run a current Report of Academic Progress (Degree Audit) from NSCC ON-LINE services. https://northseattle.edu/online-services/degree-audit (be sure to click Expand All)

☐ Take the *Application for Short Term Certificate* and the current Degree Audit to your Academic Advisor or Faculty Coordinator for graduation review.

☐ Sign the application below after reviewing with advisor or faculty coordinator.

## ACADEMIC or FACULTY ADVISORS PLEASE CHECK THE FOLLOWING:

☐ Review the Degree Audit and this application with the student. Make sure the degree audit matches the certificate being requested. Make sure the audit is fully expanded, showing all classes.

☐ AT LEAST 51% of all coursework must be completed at North Seattle Community College.

☐ Overall certificate requirements must fulfill a 2.0 GPA or above.

☐ Attach the current degree audit to the Application for Short Term Certificate.

☐ Verify that the application is accurate and complete.

☐ Sign the application below after reviewing with the student.

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### Important Information

1. Submitting the Graduation Application does not guarantee completion. All required classes must be completed and passed.
2. Graduation applications are due no later than the end of the previous quarter of the intended graduation quarter. Example: Spring Graduation Applications are due on the final day of Winter Quarter. Late applications will not receive priority and will be processed with the following quarter's applications.
3. Graduation applications are processed once at the end of the quarter after final grades are posted.
4. Students should contact the academic division to receive the Certificate of Completion award *eight weeks* from the *last day* of the quarter.

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**Advisor/Faculty Signature** _____ Date _____
*I have reviewed this application with the applying student*

**Student Signature** _____ Date_____
*I have reviewed this application with the above advisor/faculty member*