



Dual Credit

Early College High School

Auto Degree

APPLICATION DEADLINE DATES * Applicants who submit after the deadline may participate in the ceremony but name may not be printed in the commencement program. **Student Initials:**

Fall:
October 31

Spring:
March 15

Summer:
June 30

Expected Graduation Term: Fall YEAR Spring YEAR Summer YEAR

If requirements are not completed in the specified semester, a new application is required.

Complete DEGREE AUDIT FORM with your academic advisor. All information is required. Incomplete applications will not be accepted and will be returned to the academic advisor. ***Name which appears on your student record will be the name which appears on your diploma.**

Banner ID: _____ *Print Legal Name: _____
First Middle Last

| | | | | | |
|-----|--|--|--|--|--|
| C1. | <input type="checkbox"/> Level 1 Certificate | <input type="checkbox"/> Level 2 Certificate | <input type="checkbox"/> Enhanced Skills Certificate | <input type="checkbox"/> Occupational Skills Award | <input type="checkbox"/> Advanced Technical Certificate |
| | Field of Study/Major/Pre-major _____ | | | Catalog year*: _____ | *Credit hours must be completed at SPC during catalog year selected. |
| C2. | <input type="checkbox"/> Level 1 Certificate | <input type="checkbox"/> Level 2 Certificate | <input type="checkbox"/> Enhanced Skills Certificate | <input type="checkbox"/> Occupational Skills Award | <input type="checkbox"/> Advanced Technical Certificate |
| | Field of Study/Major/Pre-major _____ | | | Catalog year*: _____ | *Credit hours must be completed at SPC during catalog year selected. |
| C3. | <input type="checkbox"/> Level 1 Certificate | <input type="checkbox"/> Level 2 Certificate | <input type="checkbox"/> Enhanced Skills Certificate | <input type="checkbox"/> Occupational Skills Award | <input type="checkbox"/> Advanced Technical Certificate |
| | Field of Study/Major/Pre-major _____ | | | Catalog year*: _____ | *Credit hours must be completed at SPC during catalog year selected. |
| C4. | <input type="checkbox"/> Level 1 Certificate | <input type="checkbox"/> Level 2 Certificate | <input type="checkbox"/> Enhanced Skills Certificate | <input type="checkbox"/> Occupational Skills Award | <input type="checkbox"/> Advanced Technical Certificate |
| | Field of Study/Major/Pre-major _____ | | | Catalog year*: _____ | *Credit hours must be completed at SPC during catalog year selected. |
| C5. | <input type="checkbox"/> Level 1 Certificate | <input type="checkbox"/> Level 2 Certificate | <input type="checkbox"/> Enhanced Skills Certificate | <input type="checkbox"/> Occupational Skills Award | <input type="checkbox"/> Advanced Technical Certificate |
| | Field of Study/Major/Pre-major _____ | | | Catalog year*: _____ | *Credit hours must be completed at SPC during catalog year selected. |

Will you be participating in the Commencement exercise? Yes No **Height: _____ **Weight: _____

MILITARY STATUS Active Duty/Veteran Yes No **Do you have a student loan?** Yes No **Required for Cap and Gown Order

As an applicant for a Certificate from St. Philip's College, I understand (Student Initials Required):

- _____ I am responsible for submitting transcripts from **all** institutions attended.
- _____ All communication will be sent to **student** email address.
- _____ Holds on my record will prevent the receipt of diploma and official transcripts.
- _____ I must notify the Records and Registration Office of change of address prior to diploma mail out.
- _____ Diplomas are mailed out 8 to 10 weeks after the end of conferment period.
- _____ Participation in graduation ceremony **does not** ensure awarding of degree.

Student Signature _____ Date _____

| Check One: | ADVISOR CHECKLIST | If no, why? |
|---|---|---|
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | Official High School Transcript (SOAHSCH & Scanned): | <input type="checkbox"/> Need final HS transcript <input type="checkbox"/> Transfer Student |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | Official college transcripts (SOAPCOL & Scanned): | |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | Substitution hours posted (SPACMNT): | <input type="checkbox"/> Pending Signatures <input type="checkbox"/> Submitted |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | TSI complete (All Level 2 Certs are subject to TSI): | <input type="checkbox"/> Waived (Level 1 Certificate under 42 hours) |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | Residency hours met (25% of total hours of program): | |
| <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | OSA Residency hours met (50% of total hours of program) | |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | SPC GPA 2.00 or higher (SHATRMC): | |

Advisor Name (Please Print) _____ Date _____

COMPLETED DEGREE AUDIT(S) MUST ACCOMPANY THIS FORM.



For Records Office Use Only

| Course | Course required for Certificate C#: | Registered | Final Grade |
|--------|-------------------------------------|--|-------------|
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Substitution course: | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Substitution course: | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Substitution course: | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Substitution course: | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Substitution course: | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Substitution course: | |

| Hold(s) on Record: | | | Notes: |
|-------------------------------------|-----------|--------------|--------|
| Hold Type | From Date | Cleared Date | |
| <input type="checkbox"/> Transcript | | | |
| <input type="checkbox"/> Bursar | | | |
| <input type="checkbox"/> Other | | | |

C1. Level 1 Certificate Level 2 Certificate Enhanced Skills Certificate Occupational Skills Award Advanced Technical Certificate

Catalog year*: _____

Field of Study/Major/Pre-major _____ *Credit hours must be completed at SPC during catalog year selected.

| | |
|--|---|
| <input type="checkbox"/> Awarded Graduation Date: _____ | <input type="checkbox"/> Not Awarded (Incomplete) – Reason: _____ |
|--|---|

C2. Level 1 Certificate Level 2 Certificate Enhanced Skills Certificate Occupational Skills Award Advanced Technical Certificate

Catalog year*: _____

Field of Study/Major/Pre-major _____ *Credit hours must be completed at SPC during catalog year selected.

| | |
|--|---|
| <input type="checkbox"/> Awarded Graduation Date: _____ | <input type="checkbox"/> Not Awarded (Incomplete) – Reason: _____ |
|--|---|

C3. Level 1 Certificate Level 2 Certificate Enhanced Skills Certificate Occupational Skills Award Advanced Technical Certificate

Catalog year*: _____

Field of Study/Major/Pre-major _____ *Credit hours must be completed at SPC during catalog year selected.

| | |
|--|---|
| <input type="checkbox"/> Awarded Graduation Date: _____ | <input type="checkbox"/> Not Awarded (Incomplete) – Reason: _____ |
|--|---|

C4. Level 1 Certificate Level 2 Certificate Enhanced Skills Certificate Occupational Skills Award Advanced Technical Certificate

Catalog year*: _____

Field of Study/Major/Pre-major _____ *Credit hours must be completed at SPC during catalog year selected.

| | |
|--|---|
| <input type="checkbox"/> Awarded Graduation Date: _____ | <input type="checkbox"/> Not Awarded (Incomplete) – Reason: _____ |
|--|---|

C5. Level 1 Certificate Level 2 Certificate Enhanced Skills Certificate Occupational Skills Award Advanced Technical Certificate

Catalog year*: _____

Field of Study/Major/Pre-major _____ *Credit hours must be completed at SPC during catalog year selected.

| | |
|--|---|
| <input type="checkbox"/> Awarded Graduation Date: _____ | <input type="checkbox"/> Not Awarded (Incomplete) – Reason: _____ |
|--|---|

Processed by: _____ Date: _____