

## *PROCEDURE FOR REQUESTING A CERTIFICATE*

---

1. A student wanting a certificate may print an unofficial transcript from BannerWeb or request an unofficial transcript from either Theresa Greer (Administrative Assistant at the front desk in the counseling area) or from the staff at the Registration windows at no charge.

**PLEASE NOTE:** students who are currently enrolled and have courses in progress must wait until all courses are completed and grades are posted for that semester before requesting and submitting the transcript for review.

2. The student should bring the transcript to the division office and note either directly on the transcript or notepaper which certificate(s) they are requesting. Their written request and the unofficial transcript will be collected by the Business & Information Technology staff and processed.
3. If all requirements are met, Business & Information Technology's staff will generate the certificate.

**NOTE:** *Courses from transcripts may cross over into previous catalogs depending on semesters courses were taken. Alternate courses may have been approved based on past/current program requirements. Dean will make final decisions.*

4. The student can either pick up the original certificate in the Business & Information Technology office, or it can be mailed to them, if requested and a mailing address was provided on their written request.

If all the paperwork is complete (see NOTE above), certificates can be expected by mail within a week unless otherwise arranged. There may be times when the process may take longer, such as vacations, heavy workloads, etc.