Certificate of Achievement Completion

- ✓ Review your Program Evaluation on WebAdvisor to ensure you have completed all necessary courses
- ✓ Return the application to the Office of Records and Registration in the Student Community Center, Room 220 for processing.
- ✓ You will be notified via your CCM email account when your Certificate is ready to be picked up.
- ✓ **Please note:** students receiving a Certificate of Achievement **do not participate** in the commencement ceremony.

Student ID # _____

Last Name _____ **First Name** _____

I am applying to complete my Certificate of Achievement in:

Program # _____ **Program Title** _____

Please print your name in the space below exactly the way you would like it to appear on your certificate. Your certificate will be printed the way it is written. Please print clearly using upper and lower case letters. Leave spaces where desired. Names must match what is on record at CCM.

An email will be sent to your CCM email account when your Certificate of Achievement has been printed and ready for pick up at the Records and Registration Office (SCC 220). Please bring identification with you when picking up your certificate.

Student Signature _____**Date**_____

Office Use Only

Rec and Reg **Notes:**

SPRO updated _____Date_____
Certificate printed _____Date_____

White - Rec and Reg Yellow - Student

REG 05/17