

## MULTIPLE MEASURES

Modesto Junior College utilizes Multiple Measures as an assessment option in addition to (or instead of) the college assessment test to place students into English and math courses. Current high school seniors or students who have graduated high school within the last ten years may use qualifying grades in high school English and math, along with their high school GPA, to place into English and math courses. In addition, students who have achieved at or above the required score on an alternative placement test (i.e., SAT, ACT, AP, EPT, ELM, etc.) may waive the Modesto Junior College Assessment Test and be placed into appropriate English or math courses according to these test results.

English and math placement through Multiple Measures includes evaluation of the following documents:

- High school transcripts;
- Early Assessment Program (EAP) results;
- ACT, AP, CLEP, ELM, EPT, IB, and SAT results; and
- Other two-year regionally-accredited college assessment reports.

The Multiple Measure Math and English forms are available on the Testing Center website:

<https://mjc.edu/student-services/finaid/testing/multiplemeasures.php>

## IMPORTANCE OF THE ASSESSMENT PROCESS

Math and English or English Language Instruction for College (ELIC) assessments are required of ALL STUDENTS who are completing courses to earn an associate degree, certificate, transfer to a university, to improve job skills, career development, or who are undecided; as well as students who have completed at least 15 units, regardless of their goal. There is no pass or fail, and these tests do not determine admission to the college. The results are used to assist counselors and students in selecting the appropriate level of course work. Students are encouraged to discuss test results with a counselor prior to registration.

## HOW TO PARTICIPATE IN ASSESSMENT

To be admitted to a test session, an admissions application must be on file in the Enrollment Services Office. Picture ID will be required for test admittance. Seating in the Testing Center is determined on a first-come, first-served basis. Tests begin promptly, and students may not enter after a test has begun. All tests are computerized except for the CASAS test. Students will be admitted to the Testing Center as computers become available. Students with disabilities who need special testing accommodations should notify Testing Center staff of their needs at least 10 days before they plan to test.

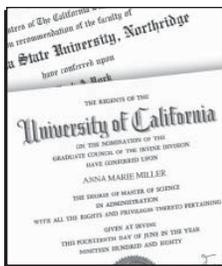
Students who may be exempt from testing are welcome to take the assessment tests and to participate in the assessment process. See “Assessment Exemptions” below for more information.

Once a student receives a placement recommendation by the college’s assessment process AND the student enrolls in the recommended course, the student may not re-test for purposes of enrolling into a higher level course.

NOTE: Most math, English composition, ELIC/ELW and science courses require assessment or prerequisite course completion.

## MATHEMATICS ASSESSMENT

The mathematics assessment consists of three different exams:



# University Preparation PATHWAY

Earn an associate's degree while preparing for a bachelor's degree **2018-2019**

Successfully complete\* the following steps to earn an associate's degree from MJC while simultaneously satisfying lower-division general education requirements for bachelor's degree at many universities throughout California. While satisfactory completion of these requirements does not guarantee admission to a specific college or university, it will demonstrate that you have satisfied many "lower-division" requirements in preparation for upper-division study. Enroll in a Guidance class or meet with a counselor so that you complete each step accurately and efficiently.

## TO EARN AN ASSOCIATE DEGREE:

- 1 Complete 60 units in courses numbered 100 to 299,** twelve (12) of which must be completed "in-residence" at MJC. All courses numbered 100-299 will transfer to CSU, while some 100-299 transfer to UC. Please note that not all transfer units are accepted by every university. Consult an MJC Counselor or [www.assist.org](http://www.assist.org) for information on transferable MJC courses. Only one degree may be awarded in any one program.
- 2 Earn an overall GPA of 2.0 or higher** (C average) based on all work attempted in college courses numbered 50 to 399.
- 3 Complete the MJC Guidance and Activities Requirements\*** on page 116.
- 4 Fulfill the general education requirement\*** for the school you plan to attend by successfully completing the appropriate General Education (GE) Transfer Pattern (with a C or better in each course) as indicated below. Upon completion of the GE pattern you select, **you will be eligible for a Certificate of Achievement in CSU-GE or IGETC from MJC.** For more information, visit the Evaluations Office, Student Services Building, **Room 102.** Successful completion will also demonstrate that you have met or exceeded state-required competencies for reading, writing, and mathematics.
- 5 Select and complete an associate degree major or a University Preparation emphasis**
  - **Associate's degree\* with Associate in Arts (AA) or an Associate in Science (AS) major:** The associate's degree with an AA or AS major will demonstrate that you have taken courses in many college disciplines in order to gain critical thinking skills, in addition to completing a series of courses in a focused subject area. Your final transcript will show that you have earned an AA or an AS in the chosen area. Please note that some AA and AS majors include more courses than the required lower-division preparation for bachelor's degree at the targeted college or university, so they may not be effective for bachelor's degree preparation. Please see a counselor to carefully select courses for MJC and your target institution. You may complete any AA or AS in this catalog. Students who complete the *University Preparation Pathway* with an **AA/AS major** will earn a degree in the **major**. For example the student who completes the University Preparation pathway who chooses to complete the AS major in Physical Science, will receive a degree that reads: **AS Degree: Physical Science.** Students who pursue AA-T or AS-T degrees need to follow the requirements for Associate Degrees for Transfer on page 109.
  - **Associate's degree in University Preparation with an area of emphasis:** Like the associate's degree major, the **emphasis** will demonstrate that you have taken courses in many college disciplines in order to gain critical thinking skills. The emphasis, however, is a set of courses that you complete at MJC to prepare you for the major in which you plan to earn a bachelor's degree. Courses in the emphasis are carefully selected to fulfill major requirements and to prepare you for your bachelor's degree major at the transfer institution. For University Preparation emphases options, see page 106. Students who complete the *University Preparation Pathway* with an **emphasis** will earn an AA or AS degree in "**University Preparation: (emphasis)**". For example, a student who completes the University Preparation "Humanities" emphasis would earn a degree that reads **AA: University Preparation: Humanities.**

### Do you plan to transfer to California State University?

Complete one of the following two patterns:

- **CSU-GE Transfer Pattern (p. 119).**
- **IGETC Transfer Pattern (p. 121): Follow CSU requirements.**

### Do you plan to transfer to the University of California?

Complete one of the following:

- **IGETC Transfer Pattern (p. 121): Follow UC requirements.**
- Individual breadth pattern for the UC campus of your choice as it appears on [www.assist.org](http://www.assist.org)

### Do you plan to transfer to a private or out-of-state college or university?

- **Work with a counselor to choose and complete one pattern** (CSU-GE or IGETC) that best fulfills lower-division requirements for the targeted school.

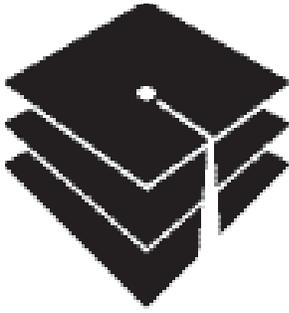
### Do you plan to earn a bachelors degree in a "high unit" major or one that requires extensive lower-division preparation?

- **Work with a counselor to determine whether the University Preparation Pathway is right for you.** If not, you will need to complete the *Career and Technical Education Pathway* (page 113.) to earn an Associate's degree from MJC.

## 6 Earn a grade of C or Better in every course completed for the area of emphasis or the AA/AS major.

**7 Apply for your degree.** The associate in arts degree (AA), associate in science degree (AS) and/or the certificate of achievement in CSU-GE or IGETC are not automatically awarded when you complete the requirements. You will need to file an *Application for Associate's Degree* in the Evaluations Office (Student Services Building **Room 102**) after enrolling in courses for the semester in which you intend to graduate. Requirements may be completed during any semester or summer session. Please note the graduation ceremony is held only at the end of spring semesters. **Certification of general education requirements for transfer:** CSU and UC systems accept full certification or subject-area certification upon completion of lower-division GE requirements. When applying to the transfer institution and requesting MJC transcripts, students should request GE certification.

\*Students who possess a baccalaureate or higher degree completed at a regionally accredited college or university will have satisfied general education and competency requirements including guidance and activities for AA or AS Degree. (rev 01/15/08). Reaffirmed by the Curriculum Committee on 09/26/2017. Updated 02/16/2012 lsm



# Associate Degree for Transfer

## *A Degree with a Guarantee.<sup>SM</sup>*

### ABOUT THE ASSOCIATE DEGREE FOR TRANSFER

Many students attend MJC to start their pursuit of an expansive college experience, often culminating in a bachelor's degree, masters degree, doctorate, or other professional degree conferred by another institution. Students complete courses at MJC and then **transfer** to a four-year institution where their MJC coursework can apply as credit toward a four-year baccalaureate degree. This is a very common practice for California community college students who want to earn an associate degree and then earn a baccalaureate degree.

Established in 2010, the Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746- 66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an “associate degree for transfer”, a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus.

Upon completion of the requirements for a ADT associate degree, students will earn an **associate in science degree for transfer** (AS-T) or an **associate in arts degree** for transfer (AA-T) in a specific major. At this time, many associate degrees for transfer are in development at MJC and twenty- four have been approved and are being offered.

### ASSOCIATE DEGREES FOR TRANSFER VERSUS THE UNIVERSITY PREPARATION PATHWAY

Like the ADT, MJC's *University Preparation Pathway* prepares MJC students to transfer. What distinguishes the ADT from the *University Preparation Pathway* is that the requirements for the ADT major have been developed with the collaboration of all California Community Colleges and California State Universities.

### THE ASSOCIATE DEGREE FOR TRANSFER: A PATHWAY TO THE CSU

These Associate Degrees for Transfer (ADT) require completion of a minimum of 18 semester or 27 quarter units in a major or area of emphasis with a grade of C or better or a “P” (Pass) in every course completed in the AA-T or AS-T major as determined by each California community college, and an approved set of general-education requirements ([CSU GE-Breadth or IGETC](#)). Students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0.

If you have been awarded or are pursuing an AA-T or AS-T degree from MJC, you are guaranteed priority admission consideration to the CSU; however, the priority admission does not extend to a particular campus or program. To qualify, you must be conferred or be completing an approved Associate Degree for Transfer (AA-T or AS-T) at the time that you are applying to the CSU. You must submit your application for admission to CSU campuses for an open term by the published deadline, submit all requested transcripts and documents by published deadlines, meet CSU admission eligibility requirements for the programs to which you are applying and must comply with any other prescribed admission requirements.

If you apply and are admitted to a CSU program that has been deemed “[similar](#)” to the ADT you are awarded, you are guaranteed to complete the Baccalaureate Degree in the similar discipline within 60 semester (90 quarter) units as long as you successfully completes all of the required coursework without the need of repeating them or supplementing instruction with additional courses for minors or areas of emphasis. Some academic programs may require a performance evaluation, an audition, portfolio review or set specific academic progress requirements to maintain enrollment in the program. To maintain the guarantee of completing 60 semester (90 quarter) units, you must maintain continuous enrollment in the same academic major unless you have obtained an approved leave of absence from your campus. After your enrollment at the CSU campus begins, the guarantee is not transferable to another CSU campus.

### ASSOCIATE DEGREES FOR TRANSFER AT MJC\*

ADMINISTRATION OF JUSTICE (A.S.-T)	GEOGRAPHY (A.A.-T)
<i>Agriculture Animal Sciences (A.S.-T)</i>	GEOLOGY (A.S.-T)
<i>Agriculture Business (A.S.-T)</i>	HISTORY (A.A.-T)
<i>Agriculture Plant Science (A.S.-T)</i>	KINESIOLOGY (A.A.-T)
ANTHROPOLOGY (A.A.-T)	MATHEMATICS (A.S.-T)
ART HISTORY (A.A.-T)	MUSIC (A.A.-T)
BUSINESS ADMINISTRATION (A.S.-T)	PHILOSOPHY (A.A.-T)
CHEMISTRY (A.S.-T)	PHYSICS (A.S.-T)
COMMUNICATION STUDIES (A.A.-T)	POLITICAL SCIENCE (A.A.-T)
COMPUTER SCIENCE (A.S.-T)	PSYCHOLOGY (A.A.-T)
EARLY CHILDHOOD EDUCATION (A.S.-T)	SOCIOLOGY (A.A.-T)
ELEMENTARY TEACHER EDUCATION (A.A.-T)	SPANISH (A.A.-T)
ENGLISH (A.A.-T)	STUDIO ARTS (A.A.-T)
	THEATRE ARTS (A.A.-T)

\*Reflects CCCC approved degrees  
as of 8/17/2017

**Note:** This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements. [www.c-id.net](http://www.c-id.net)

**Source document:** [http://www.csumentor.edu/planning/transfer/associate\\_degree.asp](http://www.csumentor.edu/planning/transfer/associate_degree.asp)

#### BENEFITS OF AN ASSOCIATE DEGREE FOR TRANSFER

- Guaranteed admission to the CSU upon completion of the requirements for a TMC degree at Modesto Junior College.
- Only 60 units of transferable coursework are required for associate degree, with only 60 additional units required at the CSU for baccalaureate degree.
- Because the major requirements have been developed collaboratively by the faculty of the CSU and the California Community Colleges, coursework is guaranteed to transfer
- No local requirements (like Guidance, Activities) are required to earn an associate degree.

#### C-ID: THE BUILDING BLOCK OF THE TMC

In order to facilitate the ADT, the community colleges created a statewide numbering system to commonly identify courses using the C-ID or Course Identification Numbering System. After a state-level review process, courses commonly offered at California Community Colleges can be given a C-ID.

For example, Reedley College offers an introductory marriage and family course as *SOC 32: Courtship, Marriage, and Divorce: Family and Interpersonal Relationships*. MJC offers an almost identical course, *SOCIO 125: Sociology of the Family*. The state has attached a C-ID to both courses. In this case, it is *C-ID SOCI 130 Introduction to Marriage and Family*. Therefore, both Reedley's and MJC's courses are accepted as comparable.

C-ID will allow students to easily identify courses offered at different community colleges, and the use of the system is facilitating the development of consistent requirements for associate degrees by faculty of colleges statewide. For more information and a list of C-IDs, see p.94-96



**Associate Degree  
for Transfer**  
*A Degree with a Guarantee.<sup>SM</sup>*

#### To Earn an Associate Degree For Transfer:

- 1. Complete 60 units in courses numbered 100 to 299, twelve (12) of which must be completed "in-residence" at MJC.** All courses numbered 100-299 will transfer to CSU. Consult an MJC Counselor or [www.assist.org](http://www.assist.org) for information on transferable MJC courses. Only one degree may be awarded in any one program.
- 2. Earn an overall GPA of 2.0 or higher (C average) based on all work attempted in college courses numbered 50 to 399.**
- 3. Fulfill the general education requirement\* for the school you plan to attend by successfully completing the appropriate General Education (GE) transfer pattern requirements (with a C or better in each course) indicated below.** Upon completion of the requirements, you will be eligible for a Certificate of Achievement in CSU-GE or IGETC from MJC. For more information, visit the Evaluations Office, Student Services Building, Room 102. Successful completion will also demonstrate that you have met or exceeded state-required competencies for reading, writing, and mathematics. Complete one of the following two general education patterns:
  - CSU-GE Transfer Pattern (p. 119)
  - IGETC Transfer Pattern (p. 121) . Follow CSU requirements.
- 4. Select and complete an approved "Associate Degree for Transfer"**
- 5. Earn a grade of "C or better" or a "P" in every course completed in the AA-T or AS-T Major.**
- 6. Apply for your degree.** Associate degrees are not automatically awarded when you complete the requirements. You will need to file an Application for Associate's Degree in the Evaluations Office, in the Student Services Building, Room 102 after enrolling in courses for the semester in which you intend to graduate. Requirements may be completed during any semester or summer session. The graduation ceremony is held at the end of the spring semester.
- 7. Request GE Certification on your transcript.** The CSU system accepts full certification or subject-area certification upon completion of lower-division GE requirements. When applying to the transfer institution and requesting MJC transcripts through Enrollment Services (Records), students should request GE certification.

\*Students who possess a baccalaureate or higher degree completed at a regionally accredited college or university will have satisfied general education and competency requirements including guidance and activities for AA/AS Degree.

Reaffirmed by the Curriculum Committee on 09/26/2017. Updated 02/16/2012 lsm (Rev. 01/25/12 LSM)

# General Education Pattern Reference Sheet

	MJC GE Pattern White Pattern	CSU GE Pattern Blue Pattern	IGETC Pattern Green Pattern	Use MJC Catalog and /or Catalog Addendum for the classes required for major	Use <a href="http://www.assist.org">www.assist.org</a> for the classes required for major	Guidance course and 2 units of Activities required
AA/AS	Yes	No	No	Yes	No	Yes
AA in General Studies with an Emphasis <sup>1</sup>	Yes <sup>2</sup>	No	No	Yes <sup>3</sup>	No	Yes
AA/AS in University Preparation with an Emphasis <sup>1</sup>	No	Yes <sup>4</sup>	Yes <sup>4</sup>	Yes <sup>5</sup>	Yes <sup>5</sup>	Yes
ADT (Associate Degree for Transfer) AAT/AST <sup>1</sup>	No	Yes <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>7</sup>	No	No
Transferring to CSU without an Associate Degree <sup>1</sup>	No	Yes <sup>8</sup>	Yes <sup>8</sup>	No	Yes	No
Transferring to UC or Private College or Out-of-State without an Associate Degree <sup>1</sup>	No	Yes <sup>9</sup>	Yes <sup>10</sup>	No	Yes <sup>11</sup>	No

<sup>1</sup> Upon completion of 15 units it is highly recommended for students to make an appointment with a counselor **or enroll in one of the following courses: AG 115, Guide 109, 110, 111, 112, 116, 120, or STSK 78** to develop a comprehensive educational plan.

<sup>2</sup> Courses used to meet the General Education requirements cannot double count to meet the requirements for the major.

<sup>3</sup> Courses used to meet the major requirements cannot double count to meet the General Education requirements.

<sup>4</sup> Students opting for an AA/AS in University Preparation degrees may choose to use either the CSU GE or IGETC to meet the General Education requirements.

<sup>5</sup> Students will need to refer to both the MJC catalog and [www.assist.org](http://www.assist.org) for classes they need for their major to graduate with a 2-year degree and to transfer to a CSU or UC.

<sup>6</sup> Students opting for an ADT (Associates Degree for Transfer) may choose to use either the CSU GE or IGETC to meet the General Education requirements. **Students pursuing an AST in Geology and/or an AST in Physics must use the IGETC pattern to meet the General Education requirements.**

<sup>7</sup> Students will use the MJC catalog and/or MJC catalog addendum for requirements for the major.

<sup>8</sup> Students transferring to a CSU without an Associate's Degree may choose either CSU GE or IGETC to meet General Education requirements.

<sup>9</sup> IGETC used for all UC's but may not be recommended for all UC majors. Check with a counselor. The CSU GE or the IGETC may work for some private and/or out-of-state colleges. There may be some colleges that prefer the IGETC.

<sup>10</sup> Students pursuing high unit majors (i.e. Biology, Engineering, or Performing Arts) should consult with a counselor regarding GE completion.

<sup>11</sup> [www.assist.org](http://www.assist.org) only has information for CSUs and UCs. For students transferring to a private college or an out-of-state college please contact the school of your choice for more information on the major.

*PLANNING YOUR EDUCATION*

# ABOUT THE Career Technical Education PATHWAY

If you have visions of working in a skilled trade, occupation, or area in the community, you might consider the *Career and Technical Education pathway*. This educational pathway allows you to earn a *Certificate of Achievement* and/or an *associate's degree* which will give you targeted instruction and hands-on training for employment. Either award you choose will prepare you for employment in the community.

## ASSOCIATE'S DEGREE OR CERTIFICATE OF ACHIEVEMENT?

Your educational experience will vary depending on which award you target in the *Career and Technical Education Pathway*. The **certificate** requirements are designed to provide you a fast, immersive learning experience in a skilled trade or vocation. The **associate's degree** in *Career and Technical Preparation* is geared to help you move swiftly through MJC's general education requirements (MJC-GE) for an associate's degree and to immerse yourself in learning a trade or vocation so that you have an associate's degree and evidence of skills in a trade. Upon completion of your degree, you will not only have completed general education component, you will have considerable knowledge and skills in a specific area of study. This plan is most beneficial for individuals who would like to explore career opportunities upon earning their associate's degrees, and who may not have plans to earn a bachelor's degree.

## CAREER OPTIONS

MJC provides an array of associate's degrees and certificates of achievement that can prepare you for jobs in the community. Programs like nursing, welding, administration of justice, business administration, and dairy science are designed with input from local employers to give you the training local



MJC's nursing program will prepare you for a nursing career. James, above, is working as a nurse in a neonatal intensive care unit.



employers are seeking. For more information on vocational programs see "Degrees, Certificates, and Skills Recognitions Offered at MJC" on 106.

## CHOOSING COURSES

Course numbers can tell you a great deal about the type of course you are completing. Courses numbered 50-399 will apply toward your associate's degree if you are completing the *Career and Technical Education pathway*. The MJC-GE pattern includes courses numbered 50 and higher, whereas the Transfer General Education patterns only include courses numbered 100 to 299 for the purposes of transfer.

## TYPES OF ASSOCIATE'S DEGREES

The *Career and Technical Education pathway* is unique in that it offers two types of Associate's degrees; **associate in science (AS)** and **associate in arts (AA)**. The AS degree requires more coursework in the major (minimum 30 units) and fewer electives to total 60 units for an associate's degree. The AA degree requires a minimum of 20 units in the major, and therefore allows you to complete more elective units outside the major for the degree.

## IS A BACHELOR'S DEGREE IN YOUR FUTURE?

If you think that you may want to pursue a bachelor's degree at any point in the future, be sure to meet with a counselor to evaluate your goals. Not all courses completed for the *Career and Technical Education Pathway* will transfer to a four-year university. ♦

# Career Technical Education 2018-2019 PATHWAY



*Prepare for employment with an associate's degree or certificate of achievement.*

Successfully complete\* the following steps to earn a Certificate of Achievement or Associate's degree from Modesto Junior College. Enroll in a Guidance class and meet with a counselor to ensure that you complete each step accurately and efficiently. You may earn a Certificate of Achievement and an Associate's degree in many programs; however only one degree (AA or AS) can be awarded in any one program. To learn more about the Career & Technical Education pathway, see page 111.

## Earn a Certificate of Achievement:

1. **Select a *Certificate of Achievement*** from the catalog and complete the requirements as listed.
2. **Earn a grade of C or better** in every course in the *Certificate of Achievement*
3. **Apply for your Certificate.** The Certificate of Achievement is not automatically awarded when you complete the requirements. File an application for Certificate of Achievement during the same semester in which you plan to finish requirements (Evaluations Office, Student Services Building, **Room 102.**)

## Earn an Associate's degree:

1. **Complete 60 units in courses numbered 50 to 399.** Twelve (12) units must be completed "in-residence" at MJC.
2. **Earn an overall GPA of 2.0 or higher** (C average) based on all work attempted in college courses numbered 50 to 399.
3. **Demonstrate competence in reading, writing, and mathematics.\***

### READING: Meet one of the following requirements:

- Completion of the applicable General Education pattern (MJC-GE, CSU-GE, and/or IGETC) with a C average or better (2.0)
- Completion of READ 184 with a C or better

### WRITING: Meet one of the following requirements:

- Completion of ENGL 100 or ENGL 101 or equivalent course from another institution with a C or better
- Score of 3, 4, or 5 on AP Exam: Language & Composition OR Literature & Composition

### MATHEMATICS: Meet one of the following requirements:

- Eligibility for entrance into any 100-level MATH course **through** MJC Assessment Process
- Score of 3, 4 or 5 on AP Exam: Calculus AB OR Calculus BC OR Statistics
- Completion of MATH 89 or higher-level MATH course, or equivalent course from another institution with a grade of C or higher.
- Score of 5 on IB Exam: Mathematics HL

4. **Complete the *MJC Guidance and Activities Requirements*\*** as part of the 60 units required for associated degree. See page 116.
5. **Fulfill the general education requirement\*** as part of the 60 units required for associated degree by completing the MJC-GE Pattern (see page 117) with a GPA of 2.0 or higher.
6. **Complete a MAJOR or General Studies EMPHASIS** from those listed in the catalog in which you plan to earn your degree:

**Associate in Arts degree (AA):**  
Complete requirements for any AA Major listed in the MJC Catalog. Your AA degree will be in that major.

**Associate in Science degree (AS):**  
Complete requirements for any AS Major listed in the MJC Catalog. Your AS degree will be in that major.

7. **Earn a grade of C or Better** for every course in the major.
8. **Apply for your degree.** The Associate in arts Degree (AA) and the Associate in science Degree (AS) are not automatically awarded when you complete the requirements. File an *Application for Associate's degree* in the Evaluations Office, Student Services Building, **Room 102**, the same semester in which you plan to complete the requirements. Requirements may be completed during any semester or summer session. The graduation ceremony is held only at the end of the spring semester.

\*Students who possess a baccalaureate or higher degree completed at a regionally accredited college or university will have satisfied general education and competency requirements including guidance and activities for AA or AS Degree.

Revised 01/23/17. Reaffirmed by the Curriculum Committee on 09/26/2017.