



## PROCESS TO APPLY FOR CERTIFICATE OR DEGREE

To apply for a Degree/Certificate you **MUST** make an appointment with a counselor. To make an appointment please visit the Counseling Center located in Building 100 or call (760) 355-6543.

Request official transcripts be sent directly to the Admissions and Records Office from every college or university you have attended (except IVC), which have not been received previously. Official copies of Advanced Placement (AP) scores for which you wish credit also must be on file. **All official transcripts must be received BEFORE your final degree evaluation is completed by the Admissions and Records Office.**

The **AA-T/AS-T Verification** to the CSU is completed online by our A&R evaluators if the Associate Degree Application is received **prior** to the deadline date noted below:

	To Be Granted Degree <b>AND</b> Participate in Commencement	To Be Granted Degree and <b>NOT</b> Participate in Commencement	<b>AA-T/AS-T Verification Deadline</b>
<b>Fall Semester</b>	December 13, 2019	December 13, 2019	AS stated on <b><u>E-Verify</u></b>
<b>Winter Intersession</b>	February 6, 2020	February 6, 2020	
<b>Spring Semester</b>	May 1, 2020	May 15, 2020	
<b>Summer Session</b>	May 1, 2020	June 12, 2020	

### **Graduation Ceremony**



Degrees are awarded at the end of each term: Fall, Winter, Spring and Summer. The Commencement Ceremony is scheduled for **Saturday, June 13, 2020.**

**The following may participate in the Commencement Ceremony:** Students who have been awarded **degrees** the previous Fall or Winter terms, and those who have met the deadlines above to apply for degrees for Spring and Summer. Only Degree applications are eligible for Commencement participation –not certificates.

If you applied for a DEGREE and plan on participating in Commencement, follow the instructions below:

- You can place your cap and gown order online
- You will need a debit card or credit card
- Go to this website: **<http://sdgrad.com/school/imperialvalley/>**
- Follow the instructions, should you need help, please call (760) 355-6455 or (619) 440-2426