



Skill Award Policies and Procedures

Locally-approved Skill Awards are not annotated on the Citrus College transcript. Catalog rights do not apply to these awards.

Course Prerequisites and Advisories:

Courses in a program of study may have prerequisites or advisories; that is, courses that must or should be completed before taking that course. Please check for prerequisites by consulting an advisor or Counselor or the Citrus College Catalog.

Please Note: A minimum of 50% of required courses for the award must be completed at Citrus College.

Required courses: All courses for the skill award MUST be completed with a "C" or better.

SKILL AWARD - GENERAL INFORMATION

Read the general information/instructions below. All official transcripts from all other colleges and universities must be on file with Citrus College at the time of application. (Transcripts must show courses to be used to fulfill certificate requirements.)

INSTRUCTIONS TO APPLY FOR A SKILL AWARD

1. If you are unsure about any requirements to earn a skill award or would like to apply for an award, please schedule an appointment with a counselor or advisor at (626) 914-8530.
2. Make sure all transcripts are on file from other colleges and universities.
3. *Catalog year* refers to the year the pattern of skill award requirements you followed was printed in the Citrus College catalog. You may apply for the skill award using the major pattern (certificate requirements) of the year you entered Citrus College, or any subsequent year as long as you have maintained continuous enrollment.

(Schedule an appointment with a counselor if you are not clear about the catalog year.)

4. Any required certificate/verification or approved course waiver or substitution must be petitioned and attached to the application.

If you changed your mailing address after you applied, or if you do not receive your award, please notify the Admissions Office



Skill Award Application

Please fill out the form completely and submit it to Admissions and Records

Student ID: _____	Birth Date _____	Semester of Completion _____
I wish my name to appear on my Skill Award as follows:		
First Name _____	Middle _____	Last Name _____
I wish to apply for a Skill Award in		

<i>Title of Skill Award as it appears in the Citrus College Catalog</i>		
Catalog year I am following: _____		
My Mailing Address: _____		

E-Mail Address: _____		
Phone:(_____) _____		

Student Signature _____ Counselor/Advisor _____ Date _____

Date Certificate Mailed: _____ Mailed by: _____