

HOW TO APPLY FOR A MT. SAC DEGREE AS/AA/AS-T/AA-T



- 1 Login: inside.mtsac.edu (portal). View the “student self-service” card. Click “**Graduation Application**” and click again **#45 Graduation and Certificate Application**”.

Student Self Service

Graduation Application

45. [Graduation and Certificate Application](#)

- 2 Select “**Submit Degree Application**”

Submit Degree Application

- 3 Select the information based on your academic history

Graduation Term

What term will you complete the courses to earn the degree?

Example: Fall term. Select “Fall/Year XXXX”

Program

What degree will you be earning?

Example: Psychology AA-T or Child Development AS

Catalog Year

What term & year did you start at Mt. SAC and have been enrolled continuously (no more than a year break)?

For information on catalog rights, click [here](#) or go to tinyurl.com/24ezj7v6

Attend Ceremony

Does Mt. SAC have a commencement (graduation) ceremony?

Yes. We celebrate your accomplishment at the annual commencement ceremony in June. Click [here](#) or go to tinyurl.com/3tmpka8v for more information.

(Continue to next page)

All fields are required. Please enter N/A if not applicable.

List the College(s) attended and submit official transcripts considered necessary to satisfy graduation requirement(s). Official transcripts must be on file when submitting your application for graduation.

Check here if you have not attended any other colleges **Check box if Mt. SAC is the only college you attended.**

College 1 **Example: Citrus CC**

College 2 **"NA" (if you have no other Colleges to list)**

College 3 **Example: Cal Poly Pomona**

College 4 **"NA" (if you have no other Colleges to list)**

Do you have College Board AP or Baccalaureate IB forms on file? Yes No

Select **"Yes"** if you submitted Advance Placement (AP) or International Baccalaureate (IB) exam scores.

Have you filed a Petition for Exceptional Action for graduation? Yes No

Exceptional Action is special consideration due to extenuating circumstances or situation beyond the control of the student.

Do you have any variances for courses in your major? Yes No

The department chair and division must approve a **variance** for course equivalency or course substitution for courses completed at another college/university.

Do you have any military transcripts on file? Yes No

DD-214 Member-4 or Service-2 Form (Veterans only)

Are you currently enrolled at another college? Yes No

- If **"Yes"** complete next question and "submit"
- If **"No"** skip and "submit"

Course Title and Number **EXAMPLE: Government of United States POLI 103**

Units **Example: 3**

Name of College **Example: Citrus CC**

Submit Degree Application



What Next?

Admissions & Records (A&R) will verify course information. An email notification will be sent your Mt. SAC email explaining the status of your degree application before the term concludes. Got questions? Contact Admissions & Records at 909-274-4415.



HELP

Need Assistance with your degree application?
Contact the **Counseling Department**
(909) 274-4380 or go bit.ly/3YcaJvC

