

How to Apply for Your Undeclared Program of Study Certificate or Degree

1. Log into your Bobcat web account, choose Student Services and Financial Aid, then choose GradTracks and open your GradTracks audit.
2. Scroll to the bottom of the page and click on the link, "apply for your certificate/degree."

GradTracks Degree Audit Tracking System

CENTRAL OREGON community college

Return to Bobcat Web Account COCC Home FAQ Help Print Exception Management Change Password Log Out

Find Student ID Name Degree Major Level Last Audit Last Refresh

Audits Planner Notes Petitions Exceptions GPA Calc Admin

Audits Format: Detail Audit View Save as PDF Process New Unofficial Class History

History

What If

What If History

Look Ahead

Insufficient

Not counted due to transfer

Notes

Legend

Complete Not Complete

Complete except for classes in-progress Needs Resolution: MyProgress@cocc.edu

Mandatory co- or pre-requisite Any course number

Disclaimer

You are encouraged to use this degree audit as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Admissions and Records Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. You may apply for your certificate/degree one term prior to completing all requirements. If you have questions about this audit or believe there are errors or omissions please contact the Admissions and Records Office at MyProgress@cocc.edu.

3. Click on the link, "Application for Certificate /Degree."

Use this link to apply for your UNDECLARED Program of Study Degree or Certificate

Graduation - Central Oregon

www.cooc.edu/admissions/graduation-and-honors/graduation/

CENTRAL OREGON community college

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Application for Certificate/Degree

Completed ALL the program requirements for these certificates or degrees.

There may be additional certificates or degrees for which you are eligible. Please note for any additional certificates or degrees other than your declared program of study - you need to submit an Application for Certificate/Degree when you have enrolled in or completed ALL the program requirements for these certificates or degrees.

Your declared program of study is the certificate/degree reflected on your GradTracks audit (located in your Bobcat web account). To choose the correct catalog year, check your GradTracks audit for the planning or catalog year that appears on your audit. If you intend to graduate using a different planning/catalog year than what is on your GradTracks audit, then state the year you intend to use on the graduation application. Within 2-4 weeks of receipt, your Application for Certificate/Degree will be evaluated and a response will be sent to your COCC email account notifying you of your eligibility to graduate.

Multiple Degrees

Students applying for multiple or concurrent degrees must meet the degree requirements for each as outlined in the COCC catalog. For



4. Complete the forms via the drop down menus.

The screenshot shows the 'Apply for Certificate or Degree' form in the GradTracks system. A yellow oval highlights the 'Declared program of study' section, which includes a dropdown menu with 'Assoc of Applied Science' and 'Emergency Med Services AAS' selected, and a text field with '2014-2015'. A blue arrow points to this section with the text 'Declared program of study'. A yellow arrow points to the 'Program' and 'Major' fields in the 'Look Ahead' table, also with the text 'Declared program of study'. A yellow arrow points to the 'Your Full Name' and 'COCC ID Number' fields with the text 'Complete Name & ID number'. The form includes a header for 'CENTRAL OREGON community college', a 'Return to Robot Web Account' button, and a 'COCC GradTracks' table with columns for Student ID, Name, Degree, Major, Level, and Last Audit. Below the table are fields for 'Your Full Name', 'COCC ID Number', and 'COCC Email'. A note states: 'Use this Graduation Application to apply for any degree or certificate that is not your declared program of study if you have enrolled in the final course(s) for this degree or certificate.'

5. Submit a separate application for each certificate or degree you are requesting.

This section of the form contains three dropdown menus. The first is 'Completion Term' with the label 'My final term is:' and a callout: 'Choose the term you COMPLETE all of your degree or certificate requirements.' The second is 'Certificate/Degree:' with the instruction 'Please select only ONE option from the four options below. Applications with multiple selections cannot be processed.' It lists four options: 1. (AAOT) - (AGS) - (ASOT-B) - (AS) - (AS-TOL) - (OTM)*, 2. (AAS) Associate of Applied Science in:, 3. (CC) Certificate of Completion in:, and 4. (STCC) Short-Term Certificate of Completion in:. A callout points to the second option: 'Choose one ONE degree or certificate - an undeclared program of study only.' The third is 'Catalog Year' with a callout: 'Choose the catalog year for your requirements, check your GradTracks account.' At the bottom is a 'Submit' button with a callout: 'Click here to submit your application. If you are earning multiple degrees, submit one form PER degree or certificate.'

Within 1-2 weeks of receipt, your application for certificate/degree will be evaluated and a response will be sent to your COCC email account notifying you of your eligibility to graduate.

Email myprogress@cocc.edu if you have any questions.