

**ASSOCIATE DEGREES AND CERTIFICATES
Processing Information**

Please read and keep for future reference

ATTENTION: Please send ALL electronic official transcripts (other than eTranscriptCA) to:
transcripts@piercecollege.edu

1. Schedule Appointment with a Counselor:

- ❖ Your counselor will perform a preliminary transcript evaluation and complete your graduation petition. All petitions must be signed by a counselor. Please make an appointment with a counselor at the [Pierce College Counseling Center](#) webpage.

2. Non-Pierce College coursework:

- ❖ If you will be using coursework toward a degree or certificate from outside of the LACCD, we require **official transcripts**. This also applies to any coursework taken within our District prior to Spring 1974, high school transcripts, Advanced Placement (AP) test, College-Level Examination Program (CLEP), or International Baccalaureate Exam (IB) scores. Transcripts & external test scores must be sent from the issuing school or agency directly to Pierce College. **It is your responsibility to verify that all required transcripts have been received by the Graduation Office.**

3. Filing Period:

Fall 2020 Graduates: August 1, 2020 thru *November 16, 2020*

Spring 2021 Graduates: October 1, 2020 thru *April 15, 2021*

4. Processing Time: You will receive final notification approximately 14-16 weeks AFTER all grades are posted and processed within the LACCD. **Please note that processing times may be longer due to ongoing quarantine restrictions.**

5. E-Mail Notifications: ALL notifications and announcements regarding the final evaluation of your graduation petition will be sent to your LACCD assigned e-mail address. **It is your responsibility to check this e-mail account.**

6. Fall 2019 diplomas and certificates mailings. **DELAYED until further notice**
Spring 2020 diplomas and certificates mailings. **DELAYED until further notice**

7. You may access graduation ceremony information on the Pierce College website beginning in April:
[Commencement Ceremony Information](#).

Congratulations on your achievement! We wish you continued success in your future educational endeavors.

(Disclaimer: The Graduation Office has the official and final authorization to grant Associate degrees and Certificates.)