

**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](mailto: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:**

**Spring 2020 Graduates:** October 1, 2019 thru *April 15, 2020*

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

- 4. Processing Time:** You will receive final notification approximately 12-14 weeks AFTER all grades are posted and processed within the LACCD. **Please note that processing times may be longer due to current 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 will be available June 1, 2020. **DELAYED**  
**Spring 2020** diplomas and certificates will be available on November 2, 2020.

- 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.)