

## How to Petition for a Degree or Certificate of Achievement

1. Log in to your Access Rio account and click on Academics.
2. Click on Graduation Petition Application

The screenshot shows the AccessRio website interface. At the top left is the Rio Hondo College logo. The main header says "Welcome to ACCESSRIO". A left sidebar contains navigation links: Home, Registration, Academics, Finances, Library, and Employee. The "Academics" link is highlighted with a red arrow and a circled "1". The main content area is titled "ACADEMICS" and includes a breadcrumb "Home Community / Academics". Below this is a yellow banner for "Graduation Petition". The text below the banner explains that students should submit the application during the semester of completion and emphasizes reading the instructions. A red arrow and a circled "2" point to the link "Graduation Petition Application" in the list below. Other links in the list include "How to complete the Graduation Petition Application". Below the list, the deadlines for filing petitions are listed: Fall (First Friday in November), Spring (First Friday in April), and Summer (Third Friday in July). At the bottom, it states that applications are available online only through AccessRio and must be submitted completely.

**ACADEMICS**

Home Community / Academics

### Graduation Petition

Students planning to graduate should submit the Graduation Petition Application during the semester in which they will complete the requirements. **It is important to read and follow the instructions on 'How to complete the Graduation Petition Application.'**

- [Graduation Petition Application](#)
- [How to complete the Graduation Petition Application](#)

The deadlines for filing graduation petitions are:

**Fall:** First Friday in November  
**Spring:** First Friday in April  
**Summer:** Third Friday in July

Applications are available online only through AccessRio. Please fill out the petition completely and remember to click submit.

### 3. Choose your graduation term, degree type, and GE Pattern

Graduation Term – The term you are petitioning to earn your degree

Degree Type -

- If you are applying for a Certificate of Achievement, choose “Certificate”.
- If you are applying for a degree, choose your degree type (AA, AS, AA-T, or AS-T)

General Education (GE) pattern-

- Next to each degree type is listed a General Education (GE) Pattern.
- Choose the degree type with the GE pattern you followed (RHC, CSU, IGETC CSU, or IGETC UC).



Personal Information Student Financial Aid

Search  Go

Spring 2021 Select Award Type

Submit

Select Award Type

- Certificate
- 
- AA (RHC)
- AA (CSU)
- AA (IGETC CSU)
- AA (IGETC UC)
- 
- AS (RHC)
- AS (CSU)
- AS (IGETC CSU)
- AS (IGETC UC)
- 
- AA-T (CSU)
- AA-T (IGETC CSU)
- AA-T (IGETC UC)
- 
- AS-T (CSU)
- AS-T (IGETC CSU)
- AS-T (IGETC UC)
- 
- BS (CSU)
- BS (IGETC CSU)
- BS (IGETC UC)

#### Degree Type

AA = Associate of Arts

AS = Associate of Science

AA-T = Associate of Arts  
for Transfer

AS-T = Associate of Science  
for Transfer

BS = Bachelor of Science

#### (General Education Pattern)

**What General Education Pattern did you follow?**

[RHC = Rio Hondo College](#)

[CSU = California State University](#)

[IGETC = Intersegmental General Education Curriculum](#)

CSU Option = Oral Communication

UC Option = Language Other Than English

**If you have questions about what GE Pattern you followed, please seek help from a Counselor or visit their website**

[www.riohondo.edu/counseling-center/general-education/](http://www.riohondo.edu/counseling-center/general-education/).

Click Submit.

If, after you click submit, you realize you chose the wrong degree type and/or GE pattern, click on the back arrow, this will take you back to the previous page.

**4. Check your personal information and make sure it is correct.**

- The name shown here is the name on our records and will be the name on your diploma or certificate.
- The address is the one in our records and will be where your diploma will be mailed.

To make changes, please contact Admissions at [admissions@riohondo.edu](mailto:admissions@riohondo.edu).

The screenshot shows a web browser window with the URL [https://ssb.riohondo.edu:8443/prodssb/bwzgrads.p\\_disp\\_grad](https://ssb.riohondo.edu:8443/prodssb/bwzgrads.p_disp_grad). The browser's address bar and tabs are visible. Below the browser, a form displays student information for Student ID: 001002155. The form fields are as follows:

<b>Name:</b>	
First Name:	Susie
Middle Name:	
Last Name:	Sample
Suffix:	
<b>Birthdate:</b>	14-APR-1994
<b>Gender:</b>	F
<b>RHC E-Mail:</b>	<input type="text" value="susie.sample2155@my.riohondo.edu"/>
<b>Primary Phone:</b>	<input type="text" value="562-692-0921"/>
<b>Petition for Semester:</b>	Spring 2021
<b>Diploma / Certificate Delivery Preference:</b>	<input type="radio"/> I will pick up my diploma/certificate on campus <input checked="" type="radio"/> Please mail my diploma/certificate
Street 1:	<input type="text" value="3600 Workman Mill Rd"/>
Street 2:	<input type="text"/>
Street 3:	<input type="text"/>
City:	<input type="text" value="Whittier"/>
State:	<input type="text" value="CA"/>
Zip:	<input type="text" value="90601"/>
Country code:	<input type="text" value="US"/>

**5. Select your major from the drop-down menu.**

**Select your catalog year.** (This is the catalog year you have been following to complete the requirements for your degree/certificate.)

Type of award you are applying for: AS

Select a Major:  ←

Select a Catalog Term:  ←

General Education (GE) Pattern: IGETC CSU

If you do not find the major you are looking for, you may have chosen the incorrect Degree Type. (Example: Biology is an AS or AS-T degree, therefore it will not appear under the degree types AA or AA-T)

**6. List all colleges and/or universities you have attended.**

- Colleges/universities listed here are those you have already informed Rio Hondo you attended. Once we have record of your attending another college/university, we require an official transcript from that institution.
  - o If an official transcript from that institution has been received by Rio Hondo it will be indicated with the date received.
  - o If you did not attend a college/university that is listed here, you must request a letter of non-attendance from that institution be sent directly to Admissions & Records.
- If you have attended a college/university and it is not listed you need to list it here **and** request an official transcript be sent to us.

**Official transcripts from all colleges/universities you previously attended, must be received by Rio Hondo Admissions & Records Office before a degree will be award.**

List all other colleges and/or universities attended.

**Note: Official Transcripts must be on file to receive an award or your petition will be DENIED.**

	College/University	Degree awarded	Transcript Received?
School 1:	CITRUS CLLG	None on file	Yes - 09-MAY-2011
School 2:			
School 3:			
School 4:			
School 5:			
School 6:			
School 7:			
School 8:			
School 9:			
School 10:			

This transcript was received on May 9, 2011

**Transfer Courses**

College/University	Term	Subject	Course Title	Grade
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There are no transfer courses on file.

Courses from other colleges that have been officially evaluated will appear here

**Courses In Progress**

There are no in progress courses on file.

Courses in which you are currently registered for will appear here

**Note:** Even if courses taken at another college/university are not being used toward your degree, the Official Transcripts must be on file at Rio Hondo College.

**Official transcripts must be sent directly to Rio Hondo College from the sending institution.**

Please have official transcripts sent to:

Admissions & Records Office  
 Rio Hondo College  
 3600 Workman Mill Road  
 Whittier, CA 90601

## 7. Entering your General Education courses.

Completed Rio Hondo course(s) appear in a drop-down box next to the GE area in which they can be used. Choose which course you wish to use in each area. A course can only be used once, except for science courses with a lab can be used to meet both the course and lab requirements.

- **If you have a course that appears in more than one area and there is no other available selection, select the course and list the correct course in the GE Comments field. ❶**
- **Your petition will not be denied because of a mistake in selection. However, every field must have something entered to be able to submit your petition.**

### Missing Course ==>

This indicates a course has not been successfully completed at Rio Hondo for this specific area.

- If you took it at another college, enter the course information in the GE Comments field. ❶
- If you are meeting the requirement with an assessment test or another non-course, enter the type (example: enter "Assessment"), then enter NA in the College, Grade, and Term fields and add a note to the GE Comments field. ❶

*Example below is the IGETC-CSU Option, yours will look different if you selected a different GE Pattern.*

#### General Education (GE) Courses - IGETC CSU

- Select the courses that match your GE pattern.
- Do not select the same course twice (unless allowed repeated or lecture, lab).
- If a course is missing, please input a transfer course, course in progress, or other valid course equivalency.

1A: ENGL 101 APPROACH/WRITING ▾

1B: ENGL 201 ADV COMPOSITION ▾

1C: SPCH 101 PUBLIC SPEAKING ▾

2A: Missing course ==> Math 110 Citrus B Spring 2008

3A: MUS 132 History of Rock and Roll ▾

3B: HIST 144 Hist of US Since 1865 ▾

3\*: Missing course ==> Hist 120 Citrus A Fall 2009

4\*: CD 106 Child Growth and Development ▾

4\*: CD 208 CHILD FAMILY & COMM ▾

4\*: POLS 110 Government of the U. S. ▾

5A: ASTR 110 General Astronomy ▾

5B: BIOL 120 ENVIRN BIOLOGY ▾

5C: BIOL 120L ENVIRN BIOLOGY LAB ▾

❶ GE Comments: (Are there any other GE courses or comments you would like to add?)

## 8. Choose your major courses.

- From the list of courses that appear, select those which apply toward your major.
- Additional courses, for your major, taken elsewhere and/or course substitutions should be entered at the bottom of this section.
  - o For courses from other colleges/universities to be used in the major, you need to meet with a counselor and have the proper paperwork completed.

### Major Courses

- Select only major courses that are required for the major you are applying for.
- Shows all passing courses on file - C or better for IGETC and D or better for all others.
- All courses shown may not qualify towards your major.

Major	Term	Subject	Course	Title	College/Univ	Grade	Status
<input type="checkbox"/>	200970	ANTH	212	Intro to Physical Anthropology	CITRUS CLLG	B	Transfer
<input type="checkbox"/>	201270	ASTR	110	General Astronomy	RH	B	Complete
<input type="checkbox"/>	200930	BIOL	120	ENVIRN BIOLOGY	RH	C	Complete
<input type="checkbox"/>	200930	BIOL	120L	ENVIRN BIOLOGY LAB	RH	C	Complete
<input checked="" type="checkbox"/>	201330	CD	102	Nut, Hlth, & Safety for Child	RH	C	Complete
<input checked="" type="checkbox"/>	201130	CD	106	Child Growth and Development	RH	A	Complete
<input checked="" type="checkbox"/>	201270	CD	110	Prin & Prac of ECE	RH	B	Complete
<input checked="" type="checkbox"/>	201330	CD	111	ECE Curriculum	RH	A	Complete
<input checked="" type="checkbox"/>	200870	CD	208	CHILD FAMILY & COMM	RH	A	Complete
<input type="checkbox"/>	200230	ENGL	101	APPROACH/WRITING	RH	B	Complete
<input type="checkbox"/>	200930	ENGL	201	ADV COMPOSITION	RH	B	Complete
<input type="checkbox"/>	201970	FIN	101	Intro Financial Planning	RH	B	Complete
<input type="checkbox"/>	201030	GEOG	101	Intro to Physical Geography	RH	C	Complete
<input type="checkbox"/>	201130	HIST	144	Hist of US Since 1865	RH	C	Complete
<input type="checkbox"/>	200150	MATH	020	BASIC MATHEMATICS	RH	B	Complete
<input type="checkbox"/>	200950	MATH	030	PREALGEBRA	RH	C	Complete
<input type="checkbox"/>	201130	MATH	050	Elementary Algebra	RH	C	Complete
<input type="checkbox"/>	201030	MUS	132	History of Rock and Roll	RH	A	Complete
<input type="checkbox"/>	201150	PE	136	Pilates Mat 1	RH	B	Complete
<input type="checkbox"/>	201170	PE	136	Pilates Mat 1	RH	A	Complete
<input type="checkbox"/>	201230	POLS	110	Government of the U. S.	RH	B	Complete

- Enter additional major courses taken that are not listed above, if any.

Major course ==>	CD 114	Citrus	B	Spring 2008
Major course ==>	CD 228	Citrus	A	Fall 2008
Major course ==>	Course	College	Grade	Term
Major course ==>	Course	College	Grade	Term
Major course ==>	Course	College	Grade	Term
Major course ==>	Course	College	Grade	Term
Major course ==>	Course	College	Grade	Term
Major course ==>	Course	College	Grade	Term
Major course ==>	Course	College	Grade	Term
Major course ==>	Course	College	Grade	Term

## 9. Review and submit your petition.

### Review and Submit Application

- Please review your Petition for Graduation application. If the information is correct AND complete, hit "Submit".



## 10. At this point you will see a message which indicates your petition was submitted.

- **You will NOT receive email verification.**
- It is important you keep your receipt number for your records.
  - o Taking a picture of the message is always a good option.

Here is a sample of the message you will see after you submit your petition.

Congratulations! Your Graduation Petition application has been submitted.  
Your receipt number is 75930-202130-7

[Apply again for another degree or certificate](#)

[Click here to exit the application](#)

## 11. At this point you can apply for another degree/certificate or you can exit the application.

**Keep your receipt number for your records.**