

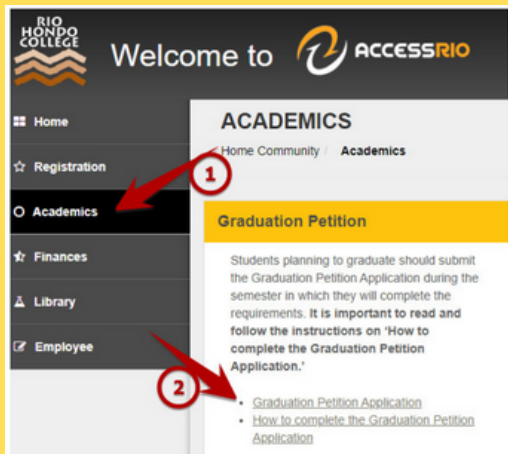


# Graduation Petition How to Guide

## 1. Log in to your Access Rio Account



## 2. Click on "Graduation Petition Application"



## 3. Choose Graduation Term, Degree Type, and GE Pattern

If you have questions speak with a counselor

## 4. Check your Personal Information

- 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).

## 5. Select your Major

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: Child Devel. AS

Select a Catalog Term: Fall 2020

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 the Colleges and Universities you Attended

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

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)



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## 7. Enter General Education Courses



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) PHS 100 APPROACH/WRITING

1B) PHS 200 ADV COMPOSITION

1C) SPCH 100 PUBLIC SPEAKING

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

3A) MUS 130 History of Rock and Roll

3B) HIST 140 Hist of US Since 1865

3C) Missing course => Hist 120 Citrus A Fall 2008

4A) GO 106 Child Growth and Development

4B) GO 208 CHILD FAMILY & COMM

4C) PHS 100 APPROACH/WRITING

5A) ASTR 100 General Astronomy

5B) PHS 100 APPROACH/WRITING

5C) PHS 100 APPROACH/WRITING LAB

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

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.
- 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.

## 8. Choose your Major Courses



**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 CLIG	B	Transfer
<input type="checkbox"/>	201270	ASTR	110	General Astronomy	RH	B	Complete
<input type="checkbox"/>	200930	B10L	120	ENVIRON BIOLOGY	RH	C	Complete
<input type="checkbox"/>	200930	B10L	120L	ENVIRON BIOLOGY LAB	RH	C	Complete
<input checked="" type="checkbox"/>	201330	CD	102	Nut, Hlth, & Safety for Child	RH	C	Complete
<input checked="" type="checkbox"/>	201330	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	Plates Mat 1	RH	B	Complete
<input type="checkbox"/>	201170	PE	136	Plates 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

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.

## 9. Review and Submit your Application

**Review and Submit Application**

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

Submit Reset



## 10. Application Submitted

You will NOT receive an 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. Apply for Another Degree/ Certificate

Keep your receipt number  
for your records.

