1. Log in to your Access Rio Account

2. Click on "Graduation Petition Application"

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

4. Check your Personal Information

5. Select your Major

6. List ALL the Colleges and Universities you Attended

**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)

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)

**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. Enter 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.
- 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

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. 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

10. Application Submitted

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

11. Apply for Another Degree/ Certificate

Keep your receipt number for your records.