

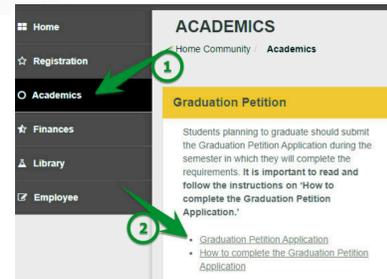
## Graduation Petition Step-by-Step Guide



### STEP 1 Log in to your AccessRio Account



### STEP 2 Click on: Graduation Petition Application



### STEP 3 Choose Graduation Term, Degree Type, GE Pattern

GRADUATION PETITION APPLICATION (Notice: Work will be lost if not completed AND submitted within 60 minutes.)

Select Term For Application ▾ Select Catalog Term ▾ Select Award Type ▾

The catalog term is typically the term you began at RHC.

**Award Type Options:**

- 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 Options:**

- RHC=Rio Hondo College
- CSU=California State University
- IGETC=Intersegmental General Education Curriculum
- IGETC CSU Option=Oral Communication
- IGETC UC Option=Language Other Than English
- Cal-GETC = California General Education Transfer Curriculum

Questions? Please see a counselor or visit <https://www.riohondo.edu/counseling-center/general-education/>

If you have questions speak with a counselor

- Select Graduation Term (*the term you are petitioning to earn your degree*)
- Degree Type – If you are applying for a degree, choose your degree type (AA, AS, AA-T or AS-T). If you are applying for a Certificate of Achievement, choose "Certificate."
- General Education (GE) Pattern – Choose the degree type with the GE pattern you followed (RHC, CSU, IGETC CSU, IGETC UC, or Cal-GETC).

### STEP 4 Check your Personal Information

Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Susie

Middle Name: \_\_\_\_\_ K

Last Name: \_\_\_\_\_ Sample

Suffix: \_\_\_\_\_

Birthdate: \_\_\_\_\_ 14-APR-1994

Gender: \_\_\_\_\_ F

RHC E-Mail: \_\_\_\_\_ susie.sample@my.riohondo.edu

Primary Phone: \_\_\_\_\_ 562-692-0921

Diploma/Certificate mailed to: \_\_\_\_\_

Street 1: \_\_\_\_\_ 3601 Workman Mill Rd

Street 2: \_\_\_\_\_

Street 3: \_\_\_\_\_

City: \_\_\_\_\_ Whittier

State: \_\_\_\_\_ CA

Zip: \_\_\_\_\_ 90601

Country code: \_\_\_\_\_ US

- 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).

### STEP 5 Select your Major

Petition for Semester: \_\_\_\_\_ Spring 2026

Type of award you are applying for: \_\_\_\_\_ AS-T

Select a Major: \_\_\_\_\_ None ▾

Catalog Term: \_\_\_\_\_ Spring 2025

General Education (GE) Pattern: \_\_\_\_\_ 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).

### STEP 6 List the Colleges and Universities you Attended

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.

School	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:			

Transfer Courses

College/University	Term	Subject	Course Title	Grade
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:** If you are using any courses taken at another institution towards major and/or GE requirements, official transcripts must be sent directly to Río Hondo College from the sending institution. **Please have official transcripts sent to: Río Hondo College Admissions & Records Office, 3600 Workman Mill Road Whittier, CA 90601**

## Spring Semester Deadline: March 16, 2026



### STEP 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: ENGL 101 APPROACH/WRTING  
 1B: ENGL 201 ADV COMPOSITION  
 1C: SFCH 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 120 General Astronomy  
 5B: BIOL 120 ENVIRN BIOLOGY  
 5C: BIOL 120L ENVIRN BIOLOGY LAB

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

Completed Río 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.

### STEP 8

### Select (check mark/enter) 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 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 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 checked="" type="checkbox"/>	200230	ENGL	101	APPROACH/WRTING	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

From the list of courses that appear, select those which apply toward your major.

- Additional courses, for your major, taken 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.

### STEP 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



### 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.

Apply for Another Degree/Certificate (if applicable)

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](#)

