



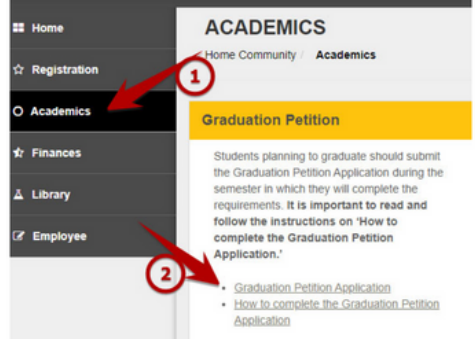
Graduation Petition Step-by-Step Guide



STEP 1 Log in to your Access Rio 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

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

If you have questions speak with a counselor

- Select the 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, or IGETC UC)

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 .

STEP 5 Select your Major

Petition for Semester: Spring 2024
 Type of award you are applying for: AA
 Select a Major: None
 Catalog Term: Spring 2025
 General Education (GE) Pattern: CSU

Is the above personal information correct? If not, please contact Admissions at admissions@riohondo.edu.

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 Rio Hondo College from the sending institution. **Please have official transcripts sent to: Rio Hondo College Admissions & Records Office 3600 Workman Mill Road Whittier, CA 90601**



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: SPOH 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 CHLD FAMILY & COMM
 4*: POLS 110 Government of the U. S.
 5A: ASTR 110 General Astronomy
 5B: BIOL 120 ENVRN BIOLOGY
 5C: BIOL 120L ENVRN BIOLOGY 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.

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	ANTR	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	ENVRN BIOLOGY	RH	C	Complete
<input type="checkbox"/>	200930	BIOL	120L	ENVRN 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"/>	200670	CD	208	CHLD FAMILY & COMM	RH	A	Complete
<input checked="" type="checkbox"/>	200230	ENGL	101	APPRDACH/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"/>	201330	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".

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.

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](#)



Apply for Another Degree/ Certificate (if applicable)