



Professional Studies Application for Completion of Certificate

Name \_\_\_\_\_ Student ID #: \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Mailing Address (for Certificate) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please print the name (First/Middle/Last) you wish to appear on the certificate. Use upper and lower case.

Grid for name printing

Certificate (Undergraduate-level):

- Change Leadership, Cyber Crime Investigation, Essentials of Human Resource Management, Homeland Security, Lean Six Sigma, Microsoft Office Essentials, Ministry Leadership, Operational Leadership, Organizational Communication, Quality Management

Certificate (Graduate-level):

- Emergency Planning, Enterprise Risk Management, Executive Accounting, Executive Leadership, Executive Quality Management, Youth Ministry for the Lay Leader

I have reviewed my progress with my academic success coach and to the best of my knowledge have fulfilled all requirements for the above major(s) as additional work toward a degree I have earned at Southwestern College, or the designated certificate or education licensure program.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notation of transcript: The completion date of the certificate noted on the learner's transcript will be the end of the month the application is received by the Office of the Registrar, provided all program requirements have been met satisfactorily.

Receipt of certificate: Certificates will be mailed within 4-6 weeks of application to the address indicated, provided all program requirements have been met satisfactorily.

Mail, fax, or email scanned form to:

Office of the Registrar, 100 College St., Winfield, KS 67156; F: 620.229.6384; registrar@sckans.edu