# YAKIMA VALLEY COLLEGE

# GRADUATE APPLICATION
## Associate of Applied Science Business Technology Bilingual Legal Office Assistant #577B – 107 credits
### (Revised 7/30/19)

Step 1. Meet with your academic advisor for initial review and signature.
Step 2. **Submit within 30 days of Advisor signature** and with **$10 application fee** to cashier's office for an unlimited number of applications during the academic year.
Step 3. Make a copy for your records.
Step 4. Expect an email verification that your listed plan meets official graduation requirements.

**STUDENT INFORMATION**

SELECT THE QUARTER YOU PLAN TO COMPLETE THIS CERTIFICATE: ☐ Summer ☐ Fall ☐ Winter ☐ Spring of Year _____

NAME AS YOU WISH IT TO APPEAR ON YOUR CERTIFICATE - Last name must match your records:
_____ STUDENT ID # _____

MAILING ADDRESS (Address, City, State, Zip): _____

REQUESTING HIGH SCHOOL DIPLOMA: ☐ Yes ☐ No   PHI THETA KAPPA MEMBER ☐ Yes ☐ No (For listing in Commencement only)

**INSTRUCTIONS: If you are using transferred credits toward degree requirements, list course name, number, and credit amount as it appears on your evaluated transcript. Place an asterisk (*) beside each transferred course. List colleges/universities below and a photocopy of each evaluated transcript must be attached.**

| COLLEGE/UNIVERSITY NAME | COLLEGE/UNIVERSITY NAME | COLLEGE/UNIVERSITY NAME |
|---|---|---|
|  |  |  |

On the following list indicate the courses you have already completed by writing in the grade received. For courses you are currently enrolled in and the courses you anticipate enrolling in write in the abbreviation for the quarter, ie, F, W, Sp, Su in the quarter column. If you have permission to substitute a course, write in the new class number beside the one listed. Your advisor must initial the changes. Students must earn a cumulative 2.00 GPA to obtain a degree

**REQUIRED COURSES FOR BUSINESS TECHNOLOGY BILINGUAL LEGAL OFFICE ASSISTANT**

| COURSE | CREDIT | GRADE | QTR | COURSE | CREDIT | GRADE | QTR |
|---|---|---|---|---|---|---|---|
| ACCT& 201 | 5 |  |  | BT 250 | 5 |  |  |
| AH 119 | 5 |  |  | BT 251 | 5 |  |  |
| BA 138 | 5 |  |  | BT 260 | 5 |  |  |
| BT 100 | 2 |  |  | BT 270 | 5 |  |  |
| BT 102 | 5 |  |  | BT 274 | 5 |  |  |
| BT 130 | 5 |  |  | BUS& 201 | 5 |  |  |
| BT 131 | 5 |  |  | IT 102 | 2 |  |  |
| BT 132 | 5 |  |  | IT 111 | 2 |  |  |
| BT 140 | 5 |  |  | IT 115 | 2 |  |  |
| BT 170 | 5 |  |  | IT 120 | 2 |  |  |

**DEGREE TOTAL CREDITS 107**

**EARNED CREDITS** _____

**PROJECTED CREDITS** _____

**TOTAL CREDITS** _____

**40 WPM Competency** ☐

**ADDITIONAL COURSES FOR BT BILINGUAL LEGAL OFFICE ASSISTANT** Choose one from the following:

| COURSE | CREDIT | GRADE | QTR | COURSE | CREDIT | GRADE | QTR |
|---|---|---|---|---|---|---|---|
| BT 273 | 5 |  |  | BA 154 | 5 |  |  |

**ADDITIONAL COURSES FOR BT BILINGUAL LEGAL OFFICE ASSISTANT** Choose 2 credits from the following: BT 290, 291, 292, 293.

| COURSE | CREDIT | GRADE | QTR | COURSE | CREDIT | GRADE | QTR |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |

**ADDITIONAL COURSES FOR BT BILINGUAL LEGAL OFFICE ASSISTANT** If Native Spanish Speaker – choose these 3 classes.

| COURSE | CREDIT | GRADE | QTR | COURSE | CREDIT | GRADE | QTR |
|---|---|---|---|---|---|---|---|
| SPAN 231 | 5 |  |  | SPAN 232 | 5 |  |  |
| SPAN 233 | 5 |  |  |  |  |  |  |

**ADDITIONAL COURSES FOR BT BILINGUAL LEGAL OFFICE ASSISTANT** If Native English Speaker – choose these 3 classes.

| COURSE | CREDIT | GRADE | QTR | COURSE | CREDIT | GRADE | QTR |
|---|---|---|---|---|---|---|---|
| SPAN 201 | 5 |  |  | SPAN 202 | 5 |  |  |
| SPAN 203 | 5 |  |  |  |  |  |  |

**You must inform the Registration office and Academic Advisor of all changes you make in your projected schedule. Not following this plan may delay your graduation.**

## ADVISOR AND STUDENT SIGNATURES

| | Date |
|---|---|
| Printed Advisor Name | |
| Advisor Signature (Initial Review Completed) **X** | Date |
| Student Signature **X** | Date |

*DO NOT WRITE IN THIS SECTION - FOR OFFICE USE ONLY*

*REQUESTING HIGH SCHOOL DIPLOMA _____     HIGH SCHOOL DIPLOMA POSTED _____     HIGH SCHOOL DIPLOMA MAILED _____*
*SM5001 _____     SM6015 _____     FINAL GPA _____     SM6009 (POSTED TO TRANSCRIPT) _____*