How to Apply for a Noncredit Certificate

SANTA MONICA COLLEGE
Noncredit Initiatives

☑ **Forms**

Go to smc.edu/admissions

Scroll down and select, Forms

➕ **Degrees, Certificates, & Certification Forms**

Then select, Degrees, Certificates, & Certification Forms

Choose Certificate of Completion/Competency Petition

CERTIFICATE OF COMPLETION/COMPETENCY PETITION •   F   W   Sp   Su

Sign-in with your SMC username and password
(same login as Canvas)

First, complete your Student Information

**Then, choose the Type of Degree or Certificate
After, select the name of the Certificate**
(you can only petition for 1 certificate at a time)

SMC SIGN-ON

Username
lastname_firstname

Password
••••••••••••
☐ Show password

Login

☐ Certificate of Completion (Noncredit)
☐ Certificate of Competency (Noncredit)

Answer the remaining questions and Click to Sign

*
(click to sign)
Student Signature

Save Progress if you need help or Submit

Save Progress   Submit Form

**Login to smc.edu/myforms to check the status of your form
Contact us if you have any questions
Torres_cristina@smc.edu
Torres_norma@smc.edu
Vazquez_cynthia_i@smc.edu**