

Petition to Graduate Guide

You have reached an important milestone in your academic career - it is time to petition to graduate! We have built this module to save you time and, in current circumstances, keep you safe. You may now apply for graduation online – safely and conveniently from any remote location. Here is how.

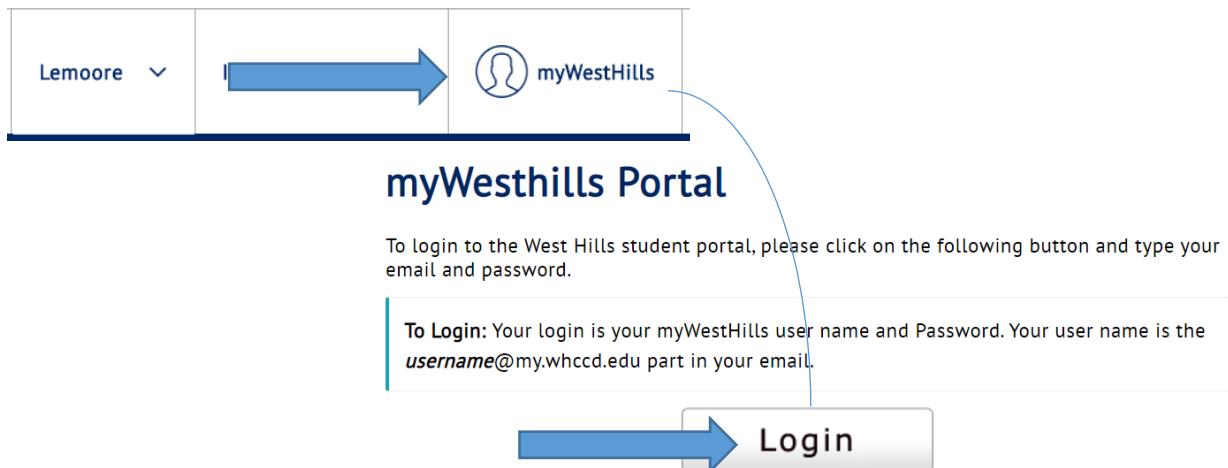
Step one – Determine potential eligibility

Determine potential eligibility by answering the following questions:

- Do you have at least sixty (60) degree-applicable units completed at West Hills Community College District (WHCCD)? **OR**
 - Do you have a combination of sixty (60) degree-applicable units between WHCCD and other regionally accredited institutions? **AND**
 - Did you complete at least 12 units at West Hills Community College District?
- If you answered yes to (a) or (b) and (c) you may proceed to step two.** If you have questions about your potential eligibility, contact us 559-925-3000 ext. 0

Step two – Petition online through your student portal

Log in with your credentials through our home page. <https://www.westhillscollge.com/lemoore/>



Lemoore ▾

myWestHills

myWesthills Portal

To login to the West Hills student portal, please click on the following button and type your email and password.

To Login: Your login is your myWestHills user name and Password. Your user name is the *username@my.whccd.edu* part in your email.

Login

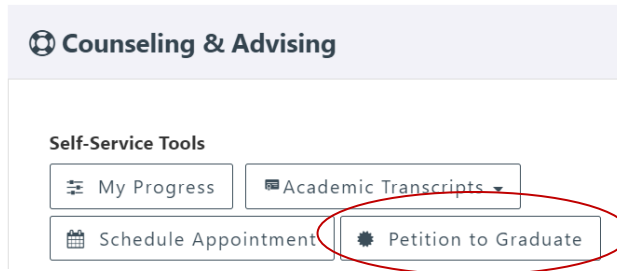
Once logged in to your student portal, scroll down to find the **Service Desk** section. Click on **Counseling & Advising**.

Service Desk

Find all the help you need to succeed by taking advantage of our self service tools and resources below.

Counseling & Advising

A dropdown menu will bring the options displayed below. Click on the **petition to graduate** option.



When you click on the petition to graduate option, you will be re-directed to the Graduation Application page. On here, you will see the open major(s), also known as program(s) for which you can petition to graduate.

| Graduation Application | | |
|--|-----------|---|
| Please click on one of the apply links below to apply for graduation. For more information about our graduation and commencement process please visit Commencement Information | | |
| Review My Academic Progress | | |
| Program of Study | Major | Application Status |
| WHCL - Biology AA | Biology | ✓ Application submitted on 5/6/2020 |
| WHCL - Sociology - AAT | Sociology | Apply |

Click apply on the program you want to petition for. *Hint, you may apply for multiple programs if you are eligible. Unsure if you are eligible for multiple programs? Call us and we can guide you. 559-925-3000 ext. 0*

Step three – Navigate & Make Selections

[Academics](#) · [Graduation Overview](#)

Graduation Application

[Back to Programs of Study](#)

Program information is displayed here based on your selection from the previous screen

Program of Study: WHCL - Sociology - AAT

Diploma: Associate in Arts for Transfer

Major: Sociology

Specialization: Social Science Lemoore

Commencement Details

Commencement Location * *Select Lemoore for Commencement Location*

Please Select Commencement Location

Will you attend commencement? **Toggle to blue IF you plan to attend**

Diploma Mailing Address

Ship to preferred mailing address

Your address on file is automatically populated. If a new address is desired, check the ship to a new address field below and enter your new information.

Ship to a new address



Step four – Review and Submit

Once you have made all of your selections be sure to review all your information. Click the “Submit” button at the bottom of the page. Once the submission has been processed, you will receive a confirmation email to your @my.whccd.edu email address with additional information and next steps.

Important information to note

- You may only petition to graduate for the current term (FALL 2020)
- If you have transcripts from other institutions, please be sure to request those to be sent to lemooretranscripts@whccd.edu
- All petitions will be reviewed once final grades have been posted.
- You can anticipate to have your degree posted to your academic record between three (3) to four (4) weeks after the end of the term.
- For questions, please call us at 559-925-3000 ext 0.