How to Apply for a Noncredit Certificate

SANTA MONICA COLLEGE
Noncredit Initiatives

Spring 2023 Deadline:
Friday, April 15th

☑ **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

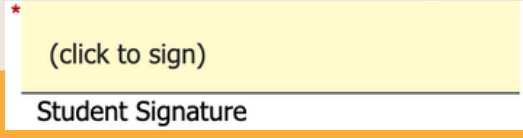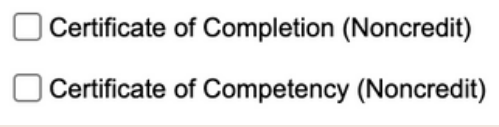**CERTIFICATE OF COMPLETION/COMPETENCY PETITION** •   F   W   Sp   Su

Sign-in with your SMC username and password
(same login as Canvas)
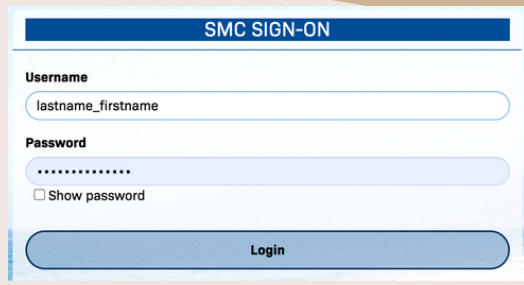
First, complete your Student Information

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)

* (click to sign)
Student Signature

Answer the remaining questions and Click to Sign

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 or torres_norma@smc.edu