

## Special Event Planning Certificate Application

Name \_\_\_\_\_ SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Permanent mailing address (where you can be reached after graduation)

Street \_\_\_\_\_ Apt \_\_\_\_\_

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

Phone (current) (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (permanent) (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Certificate requires 12 units of upper division courses with a grade of "C" or above.**

| <u>Required</u> | <u>Units</u> | <u>Date of Completion</u> |
|-----------------|--------------|---------------------------|
|-----------------|--------------|---------------------------|

|                          |   |       |
|--------------------------|---|-------|
| RLS 117 (S)              | 3 | _____ |
| RLS 135 (F) or MKTG 100S | 3 | _____ |
| RLS 115 (S)              | 3 | _____ |

\* RLS 117 and RLS 115 must be taken concurrently

Total 9 units

| <u># Elective Courses</u> | <u>Units</u> | <u>Date of Completion</u> |
|---------------------------|--------------|---------------------------|
|---------------------------|--------------|---------------------------|

|         |   |       |
|---------|---|-------|
| MCJ 106 | 3 | _____ |
| MCJ 142 | 3 | _____ |
| MGT 133 | 3 | _____ |
| MCJ 152 | 3 | _____ |
| RLS 119 | 3 | _____ |

# Substitution courses must be approved prior to enrollment

Total 3 units

Students are required to turn in a copy of grade report indicating a passing grade (C or above) in all classes being used to complete this certificate.

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### FOR INTERNAL USE ONLY

Application completed \_\_\_\_\_ Approved by \_\_\_\_\_

Certificate completed \_\_\_\_\_

Certificate delivered \_\_\_\_\_ Date \_\_\_\_\_

Revised: April 22, 2009