

CERTIFICATE NOTICE

College records indicate that you have listed a **CERTIFICATE OF ACHIEVEMENT (COA)** as your program of study. A COA requires concentrated study in specific skill or knowledge areas. The college catalog outlines the specific courses a student is required to take to complete a COA. See the college catalog of your primary college for a complete list of requirements for earning a COA.

The Financial Aid Office requires that COA students be enrolled only in classes required for completing the COA as outlined by the college catalog and the student's academic counselor.

The Financial Aid Office requires the following action by the student:

1. *If you are pursuing a **COA** as your program of study, you must provide the Financial Aid Office a comprehensive Student Educational Plan (SEP) developed by an academic counselor. The SEP needs to include all classes required for completion of the COA.*
2. *If you are no longer pursuing a **COA**, you must update your program of study accordingly. Update your program of study online via your my.vcccd.edu portal. Once logged in, click on the "Financial Aid" tab. In the "Financial Aid Award Info" box, click on the "Update Program and Ed Goal" link, select the appropriate term and major, and submit.*

Your financial aid is on hold until you have taken the steps outlined above to resolve this matter.

Should you need further assistance, please contact your primary college:

- Moorpark College Financial Aid 805-378-1462
- Oxnard College Financial Aid 805-986-5828
- Ventura College Financial Aid 805-289-6369

