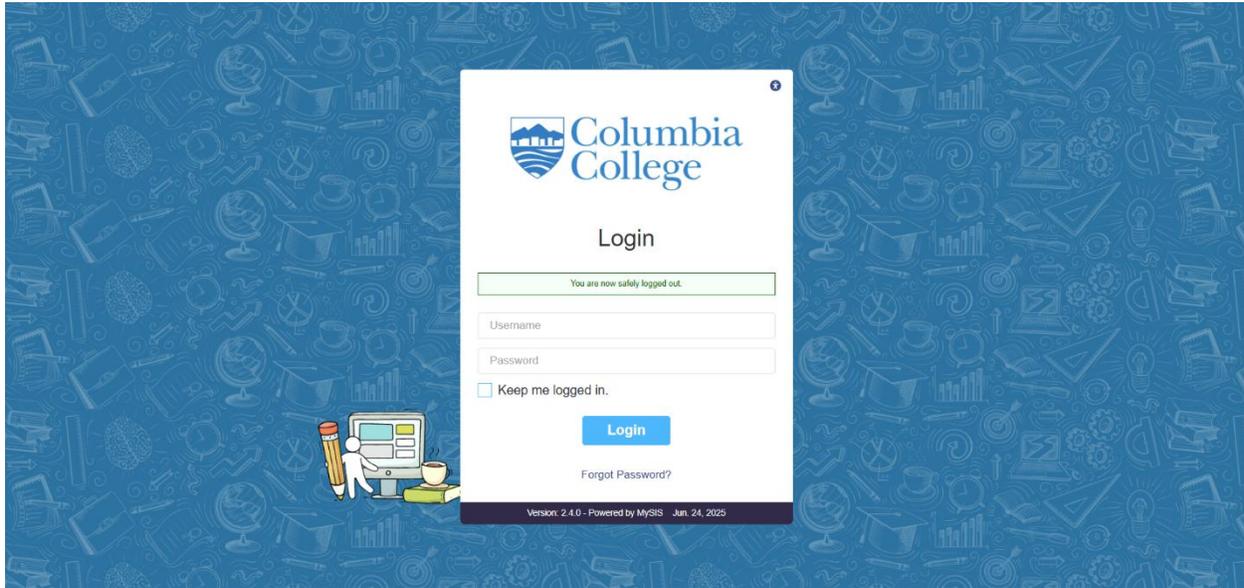


How to Submit Associate Degree Document Request Form

1. Login with your Student Portal/ Moodle credentials on MySIS



2. Click “🏠” OR “▶”

A screenshot of the Columbia College MySIS student portal dashboard. At the top left is the Columbia College logo. To its right is a navigation bar with a home icon (🏠) and a right arrow icon (▶). A text box with an orange arrow points to these icons, containing the text "You can select either option to toggle the menu". On the right side of the navigation bar, the user's name "Zakari Shota" and ID "2580003" are displayed, along with a "Log Out" link. Below the navigation bar is a black banner with a green dot and text: "Enrollment now open for term: Fall 2025 Test. Click here to enroll in your courses. Enrollment will close on June 27, 2025 at 00:00". Below the banner, the page is divided into two main sections. The left section is a "Welcome" message: "Welcome to Columbia College! Welcome This is to your new portal". The right section contains two widgets. The first is "MY COURSES", which shows a calendar view for the term "Fall 2025 Test: Sep. 8, 2025 - Dec. 13, 2025" for the "All Programs" program. It lists two courses: "ASTR-L-101" (Astrometry Lab 100) and "ASTR100" (Introduction to Astronomy). The second widget is "GPA CALCULATOR", which shows the program "Liberal Arts" and a table with columns for "Course", "Grade", and "Credits". The table is currently empty, and the "Total Credits" is 0.00. The "Scenario CGPA" and "Current CGPA" are both 0.00.

3. Select “Request Forms”

The screenshot shows the Columbia College student portal. The left sidebar contains a menu with the following items: My Profile / Settings, My Courses, My Records, Workshops, Request Forms, and Library Resources. The 'Request Forms' item is highlighted with an orange arrow. The main content area displays a welcome message and a 'MY COURSES' section with a table of courses. Below the courses is a 'GPA CALCULATOR' section.

Course	SUN	MON	TUE	WED	THU	FRI	SAT
ASTR-L-101 (LAB F725-01) Astronomy Lab 100			10:00 10:00				
ASTR100 (LEC F725-01) Introduction to Astronomy		11:00 12:00		11:00 12:00		11:00 12:00	

Course	Grade	Credits
-- Select Course --	--	+
Total Credits:	Scenario CGPA	Current CGPA
0.00	0.00	0.00

4. Under “Request Forms”, select Associate Degree Document Request Form.

The screenshot shows the Columbia College student portal with the 'Request Forms' dropdown menu expanded. The 'Associate Degree Document Request Form' is highlighted with an orange arrow. The rest of the page content is identical to the previous screenshot.

- Request Forms
 - Associate Degree Document Request Form
 - Course Outline Request Form
 - Extended Leave of Absence
 - High School to UT Application
 - Immigration Letter Request
 - Readmission Application
 - Request Refund
 - Term Leave of Absence
 - Transcript Request Form
 - Tuition Installment Plan Request
 - Update Address Information
 - Update Social Insurance Number (SIN)

5. Complete all the necessary fields. Ensure all the information is correct and double check your address on Google Maps. Then, select “Continue”

The screenshot shows a web interface for an 'ASSOCIATE DEGREE DOCUMENT' request. The page title is 'ASSOCIATE DEGREE DOCUMENT'. A message states: 'Your request is being processed. Request number: 44'. Below this, the status is 'Pending' and the request date is 'Jun. 4, 2025 (Wed.) 14:19'. The form contains several fields: 'Date of Birth' (Month, Day, Year dropdowns), 'Personal Email Address' (text input), 'Phone Number' (text input), 'Study Permit Expiry Date' (Month, Day, Year dropdowns), a dropdown menu for 'Select the program you are completing from the following list', 'Street Address' (text input), 'City' (text input), 'Country' (dropdown menu), 'Province / State' (dropdown menu), and 'Postal Code' (text input). At the bottom right, a blue 'Continue' button is circled in orange, with an orange arrow pointing to it from the right.