

GRADUATION AWARD REPRINT

Please fill out the form with the information needed. Your contact information will be updated as well. The name printed will be what we have in our system. If your name has changed, and you would like that name to appear on the award reprint, you will need to complete a name change. The cost for an individual graduation award reprint is \$25.00. Each additional award will be \$25.00 each. You will need to call the Cashier at (803) 774-6708 to pay the fee by phone. Email the form from your myCCTC student email to Student Records at records@cctech.edu. If you are no longer an active student, please include your driver's license with the form for verification. If you have any questions, please 803-778-6654.

Student ID# or
last 4 of SSN:

Student Name:

Last Name

First Name

Address:

Street Address or Post Office Box

City

State

ZIP

Cell Number:

Home Number:

Personal Email:

Degree, Diploma, or Certificate:

Degree, Diploma, or Certificate:

Degree, Diploma, or Certificate:

Signature

Date

If you are no longer an active student, please check your personal email account for an email from Parchment Diploma Services. You will receive a digital diploma as well as a physical copy in the mail.

➤ FOR OFFICIAL USE ONLY ◀

Date Entered _____

Processor's Initials _____

Check GUASYST _____

Revised June 2024