



Replacement Degree Order Form

PHCC will issue replacement degrees, diplomas, certificate and career student certificates previously awarded to students for a \$10 fee provided the graduate does not have an outstanding debt to the college. Prior to receiving a replacement degree:

- Contact the Office of the Registrar at 276-656-0312 to confirm that you were awarded a credential; *then*
- Contact/visit the Business Office- 276-656-0210/West Hall (room 155) and pay the \$10 fee; *then*
- Complete this form and submit it to the Office of the Registrar along with your receipt of payment

Credential Information

I would like my name to appear on my replacement credential as follows (please print):

First

Middle

Last

EMPLID: _____ SS#: _____

Former Name (if applicable): _____

Degree/Certificate Previously Received: _____

Semester & Yr. Received: _____

Please note that the Office of the Registrar will make every effort to process your new credential in a timely fashion. It may be possible to process same day; however, at peak times please allow at least 3 business days. If we are unable to process you request the same day, please check one of the options below.

I will pick up my credential. Please call me at _____ when it is ready.

Please mail my credential to: _____

Signature: _____ Date: _____