

LOUISIANA DELTA COMMUNITY COLLEGE
Academic Affairs ◦ Office of the Registrar
Request for Official Certificate or Diploma

Name in which your credential was/is to be awarded in:

(Please type or print) _____

**Must be the legal name of record or be comprised from the legal name of record at the time the credential was awarded. (Example: Mary Ann Smith or Mary A. Smith or Mary Smith).*

**Suffix such as Jr., Sr., II, III, cannot be added if they were not part of your permanent name of record at the time your credential was awarded.*

Student ID: _____ SSN: _____ DOB: __/__/____

DIPLOMAS:

- TD: Technical Diploma
- AALT: Associate of Arts Louisiana Transfer
- AAS: Associate of Applied Science
- AGS: Associate of General Studies
- AS: Associate of Science
- ASLT: Associate of Science Louisiana Transfer
- ASN: Associate of Science in Nursing

CERTIFICATES:

- TCA: Technical Competency Area
- CGS: Certificate of General Studies
- CTC: Career and Technical Certificate
- CTS: Certificate of Technical Studies

Campus that awarded the credential:

- | | |
|--|------------------------------------|
| <input type="checkbox"/> Bastrop | <input type="checkbox"/> Jonesboro |
| <input type="checkbox"/> Lake Providence | <input type="checkbox"/> Monroe |
| <input type="checkbox"/> Ruston | <input type="checkbox"/> Tallulah |
| <input type="checkbox"/> West Monroe | <input type="checkbox"/> Winnsboro |

Semester/Year the credential was awarded: Spring _____ Summer _____ Fall _____ (Ex: Spring 2014)

Mailing Address: *(NO P.O. Boxes – Must be a physical address for UPS delivery)

Street Name and Number: _____

City, State, Zip Code: _____

Daytime Phone Number: _____

Personal E-mail Address: _____

Signature (required): _____ **Date:** _____

Payment can be made in person at the Bursar's Office at the Monroe campus or at the Cashier's Office on any community campus.

The cost for each copy/additional copy of a credential is \$15.00 (per each copy ordered).

Payment method:

Check or money order enclosed

Please assess fee(s) and I will contact the Bursar's Office at 318-345-9133 with payment information.

Submit completed form along with payment (check or money order payable to LDCC):

Louisiana Delta Community College
Registrar's Office ATTENTION: Sydney Gregory
7500 Millhaven Rd
Monroe, LA 71203
FAX Number: 318-345-9002

For additional information, please contact Sydney Gregory 318-345-9191