



Rec'd By: _____ Via: _____

Date: _____

Solano Community College

Petition for Reprint of AA / AS /AD-T Degree or Certificate

Read and Initial the information below before completing application. Check for accuracy before submitting.

1. _____ I understand there is a \$15.00 fee for each degree/certificate that is reprinted.
2. _____ I understand that all holds and fees must be cleared before my request will be completed.
3. _____ I understand SCC may require more documentation be made available to them prior to issuing a reprint.

I hereby request a reprint of my AA degree AS degree AD-T degree (refer to SCC transcripts for degree type and title)
 Certificate

Degree Awarded in: Summer Fall Spring 20_____(YEAR)

(Required) **SCCID:** _____ (Optional) **SSN#:** _____

Last Name in System: _____ First Name in System: _____ MI _____

DOB: _____ - _____ - _____ Phone: (_____) _____

Email: _____

Full name as you wish for it to appear on your degree (PRINT CLEARLY)

Mailing address to receive diploma

City State Zip

| <u>Title of Degree to be Reprinted</u> | | <u>Office Use Only</u> |
|----------------------------------------|---------------|------------------------|
| 1. | A.A./A.S./ADT | |
| 2. | A.A./A.S./ADT | |
| 3. | A.A./A.S./ADT | |

| <u>Title of Certificate to be Reprinted</u> | | <u>Office Use Only</u> |
|---------------------------------------------|--|------------------------|
| 1. | | |
| 2. | | |

I certify that the information contained in this application is true and accurate to the best of my knowledge.

X

Student Signature Required

FOR OFFICE USE ONLY

Verify degree/cert was awarded in Banner: Yes No (initial)

Posting \$15.00 per reprint of degree/cert: Entered in Banner _____(Initial)_____(date)

Mailed _____(Initial)_____(date)

Picked up by student _____(Initial)_____(date)

Checklist for Reprinting of AA / AS /AD-T Degree or Certificate

1. Check SHADEGR to confirm that the degrees were awarded (AW).
2. Make mental note (or do a print screen) of the number of degrees or certificates their names and the terms they were awarded (i.e. 201710, 201760, 201780).
3. Go to Evaluations shared drive, locate the Diploma (ARGOS.Discoverer) folder. Choose the Degree data for diplomas (Term) folder (i.e., Degree data for diplomas 201710). Choose the most recent Excel file usually called 'Degree data for diplomas 201710' for example.
4. Using the  spyglass, enter the student's SCC ID # to confirm they are in the data file.
5. Note if the correct # of degrees/certificates are listed, and if the Honors column has an H1 or H2 designation. This information helps you identify which diploma folder to look in; there are folders for H1, H2, Certificate, Regular.
6. Confirm that the mailing address in the data file matches the address on the petition.
7. Check TSAAREV to see if student has a balance on their account. If balance, student must pay in full before reprinting a diploma/certificate.
8. Now open the PDF diploma file and using the spyglass, find the student's diploma in this file.
9. If the diploma is in the file, make note of the page number the diplomas are list (i.e., page 22 of 234) in your email to Graphics to reprint only those particular diplomas.
10. If the diploma is not in this file, follow the directions to print a diploma which is located on the OAR (Ishtar) shared drive; A&R Forms and Petitions.