Please Print Clearly:

<table>
<thead>
<tr>
<th>Campus Wide ID</th>
<th>Name (Last, First, M.I.)</th>
<th>Work Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail Address</td>
<td>Mailing Address (Street, City, State, Zip)</td>
<td>Home Telephone</td>
</tr>
</tbody>
</table>

Student Signature (Required)  Date

Service Requested? Please mark all boxes that apply:

- Grade Problems
- Graduation
- Registration
- Residency
- Course Descriptions
- Overnight Express
- Fax
- Re-ordering Diploma
- Mailing Diploma
- Academic Review Board
- Enrollment Verification
- Veteran Certification
- Transcript Problems
- Other (please explain) ________________________

Attendance Information

<table>
<thead>
<tr>
<th>Institution</th>
<th>Dates (Month/Year) From</th>
<th>To</th>
<th>Degree(s) Awarded If Applicable</th>
<th>Date Awarded (Month/Year)</th>
</tr>
</thead>
</table>

Special Instructions or Remarks

____________________________________________________________________________________

____________________________________________________________________________________

Processed By:  Date:

SERVICE FEES

FEES ARE SUBJECT TO CHANGE.

<table>
<thead>
<tr>
<th>Transcripts</th>
<th>$10.00</th>
<th>Faxes</th>
<th>$5.00</th>
<th>Duplicate Diploma</th>
<th>$50.00</th>
<th>Course Description(s)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1 – 3 courses $ 2.00</td>
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<td>4 – 6 courses $ 4.00</td>
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<td>7 – 9 courses $ 6.00</td>
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<td>10 – 12 courses $ 8.00</td>
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<td>US Postal Service Overnight Mailing (U.S. Destinations only) $13.95</td>
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</tbody>
</table>

Holds

- Yes
- No  Type _______

Date Received  Cash  Check

Amount Received  Initials/Cashier

Please provide a mailing address for forwarding the materials requested. Print clearly in the area provided.

____________________________________________________________________________________

____________________________________________________________________________________