

Date: _____

Hello, senior!

We are sorry that you won't make the Commencement Ceremony in May! Please print this form and send it to the Re-Enrollment Office to inform us what we should do with your diploma! Check one below:

_____ I will pick up my diploma. Please call me at _____ when ready. *Must bring a photo ID.

_____ I will send some to pick up my diploma. *Requires an authorization letter with your signature along with this form, and ask the proxy bring a photo ID.

_____ Please mail my diploma to the address listed below. *Requires a payment of \$20 for shipping.

Address:

Telephone number where I can be reached: _____

Signed,

Please return this form to the Re-Enrollment Office by one of the methods listed below:

1. Attach this completed form to an email and send it to: the Re-Enrollment Office at reenrollment@centenary.edu, then call our office at (318) 869-5146 to set up payment for shipping. Please have a Visa or MasterCard ready. Please note that we cannot send your diploma without the payment, even if your form has been submitted.

2. Send this completed form with a check for \$20 to:

Centenary College of Louisiana
Re-Enrollment Office
2911 Centenary Blvd.
Shreveport, LA 71104