

Date: \_\_\_\_\_

Hello Centenary Grad!

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.

Name: \_\_\_\_\_

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: Nicole Shelby at [nshelby@centenary.edu](mailto:nshelby@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