

HAGERSTOWN COMMUNITY COLLEGE



Diploma Reprint Request

Hagerstown Community college will reprint diplomas for a fee of \$15.00.

Mail: Chris Baer, Registrar Hagerstown Community College 11400 Robinwood Drive Hagerstown, MD 21742	In Person: Office of Records ASA 403	Questions: hccgraduation@hagerstowncc.edu
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To be completed by student:	
Degree Name - print EXACTLY as you'd like it to appear on your diploma	
Name while attending HCC	
HCC ID Number (if known)	Mailing Address
Birthdate	Email Address
Graduation Year	Degree

Statements of Understanding	Student Initials
If I've provided a new address, my address will be changed. Residency changes may require additional documentation.	
The new diploma will include the signatures of the current administration.	
Diploma/Certificate reprint will be \$15 and will be mailed to the address above.	

☐ Check OR ☐ Credit Card

Card Holder's Name _____
Account No. _____
Expiration Date _____
Signature _____
Billing Address for Card _____

Student Signature _____	Date _____
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