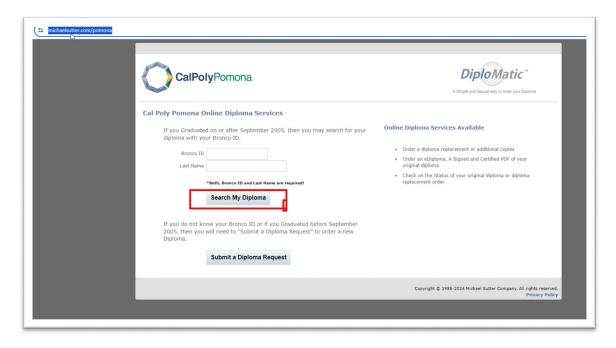
Duplicate Diploma Ordering Guide

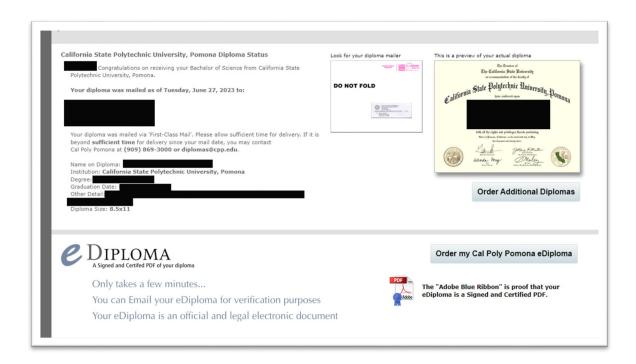
The purpose of this guide is to provide instructions for students who wish to order a duplicate copy of their diploma. This does not apply to students who have not yet been awarded their degree or have not received their complimentary copy of their diploma. All students awarded their degree can expect to receive their complimentary copy sent to the mailing address listed on their BroncoDirect, after notification that their degree was awarded.

For a student who has received a complimentary diploma and needs an additional copy (or copies), the student can refer to the following steps starting with this link to the Online Diploma Store

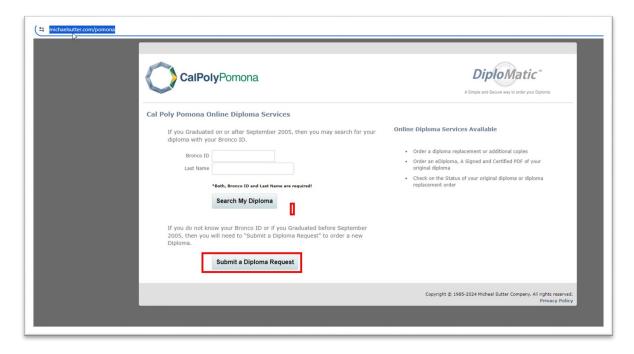
- Upon clicking the link, you will be taken to this page:
 - Enter your Bronco ID# and Last Name
 - o click Search My Diploma
 - You must list the correct Bronco ID# and the last name on file at the time your degree was awarded, otherwise, an error will appear that your record could not be located.



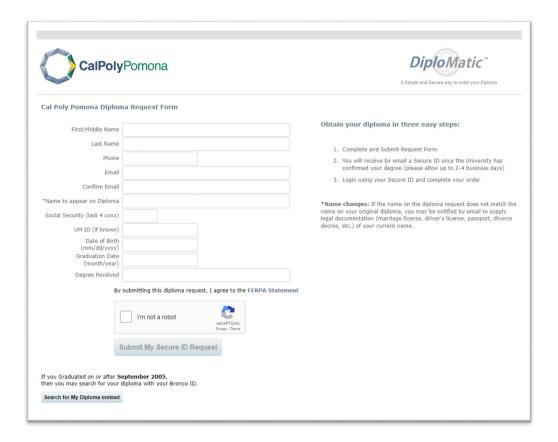
If your degree was awarded after 2004, and the correct Bronco ID# and Last Name was
provided, the following page will appear, where you can select an additional physical or
electronic copy to order.



• If you were awarded a degree before 2004 or do not recall your Bronco ID# and cannot reach the above page after entering your information, click **Submit a Diploma Request**.



Please complete and submit the CPP Diploma Request Form to the best of your knowledge.
 The request will be received by the Registrar's Office Diplomas team and reviewed within 2-4 business days. Based on the information provided, the Diplomas team will locate the record and approve or follow up with you, if we encounter any issues.



- Upon the approval of the request, you will receive an email with a secure ID link to order your diploma delivered electronically or physically.
- If you do not receive an email (check your junk mail) after four (4) business days from the Michael Sutter Company/Diplomatic or diplomas@cpp.edu, you may reach out to diplomas@cpp.edu or call the Registrar's Office at (909) 869-3000.