



VENTURA COLLEGE

ADMISSIONS and RECORDS

4667 TELEGRAPH ROAD, VENTURA, CA 93003
(805) 289-6457 | VCADMISSIONS@VCCCD.EDU

Students' Process for Claiming Diploma

Sample Email from Michael Sutter (diplomaorder@michaelsutter.com)

Email Subject Line: Ventura College Diploma Delivery Address Needed



A Simple and Secure way to order your Diploma

VC Diploma Mailing Address Needed!

Dear Jane,

Congratulations on receiving your Associate in Arts from Ventura College.

HOWEVER, we need you to update your address and contact information before we can mail your diploma.

- Simply click on "Update My VC Diploma Info".
- Update the address you want your diploma mailed to. Also update your contact info.
- Once complete, we will order and mail your diploma to you.

Secure ID: 8899395-ht07gu

Your Secure ID will be needed to update your Diploma info.

You should keep this Secure ID private.

Name on Diploma: **Jane Sample**

Institution: Ventura College

Degree: Associate in Arts

Graduation Date: July 17, 2019

Other Detail: Fine Arts / Highest Honors

Diploma Size: 8.5x11

The Michael Sutter Company

If your E-Mail program does not support clicking the button above,
then simply copy and paste the following link into your browser...

<https://www.michaelsutter.com/msutterapi?fn=updatediplomainfo>

Then enter your Secure ID: 8899395-ht07gu

[Michael Sutter Company | 855 South 430 West | Heber City | UT | 84032](#)

[Click here to remove your email from this Diploma Order offer](#)



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Update My VC Diploma Info – Enter Mailing Address

When the student clicks on the button “Update My VC Diploma Info” they will be taken to this site:

<https://www.michaelsutter.com/ventura>

They will enter their 900 number and Last name and click on “Search my Diploma”

Ventura College Online Diploma Services

If you know your Campus ID, then you may search for your Diploma or Certificate.

Student ID

Last Name

*Both, Student ID and Last Name are required!

Search My Diploma

If you do not know your Campus ID, then you will need to "Submit a Diploma Request" to order a new Diploma or Certificate.

Submit a Diploma Request

Online Diploma Services Available

- Order a diploma/certificate replacement or additional copies
- Order an eDiploma, A Signed and Certified PDF of your original diploma/certificate
- Check on the Status of your original diploma/certificate or diploma/certificate replacement order

Trustwave
Trusted Commerce
Click to Verify

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Privacy Policy

They will be asked to then enter their secure ID from their diplomaorder@michaelsutter.com email, and once they do that, they will be prompted to enter their mailing address and submit their “order.” The first diploma is free to the student.



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A Simple and Secure way to order your Diploma

Quantity Contact Information Shipping Address Shipping Type Payment Order History

Ordering your diploma will only take a few moments.
After completing just a few steps, you will be able to choose
Standard Shipping or Express Shipping.

Your Secure ID is in the email you just clicked

Copy and paste the last 6 characters of your Secure ID.

Secure ID

9054690

Login



Diploma to be ordered.



Name on Diploma: [REDACTED]
Institution: Ventura College
Degree: Associate in Arts
Graduation Date: December 18, 2019
Other Detail: General Studies: Arts and Humanities / [REDACTED]
Diploma Size: 8.5x11



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Refund/Return Policy | Privacy Policy



A Simple and Secure way to order your Diploma

Quantity Contact Information Shipping Address Shipping Type Payment Order History

Ordering your diploma will only take a few moments.
After completing just a few steps, you will be able to choose
Standard Shipping or Express Shipping.

Select Diploma quantity (\$15.00 each)

- ☒ 1: \$15.00
- ☐ 2: \$30.00
- ☐ 3: \$45.00
- ☐ 4: \$60.00
- ☐ 5: \$75.00

Next



Name on Diploma: [REDACTED]
Institution: Ventura College
Degree: Associate in Arts
Graduation Date: December 18, 2019
Other Detail: General Studies: Arts and Humanities / [REDACTED]
Diploma Size: 8.5x11





Any questions or issues please contact our customer center
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A Simple and Secure way to order your Diploma

Quantity **Contact Information** Shipping Address Shipping Type Payment Order History


enter your contact information

Email

Confirm Email

Phone

Diploma to be ordered



Name on Diploma:


Institution: Ventura College

Degree: Associate in Arts



Graduation Date: December 18, 2019

Other Detail: General Studies: Arts and Humanities /

Diploma Size: 8.5x11



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A Simple and Secure way to enter your Diploma

Quantity **Contact Information** **Shipping Address** Shipping Type Payment Order History

enter your shipping address

Country: UNITED STATES

First Name

Last Name

Company

Street Address


Apt, Suite, Bldg, c/o

City

State

Zip

Diploma to be ordered



Name on Diploma:


Institution: Ventura College

Degree: Associate in Arts

Graduation Date: December 18, 2019

Other Detail: General Studies: Arts and Humanities /

Diploma Size: 8.5x11





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A Simple and Secure way to order your Diploma

Quantity | Contact Information | Shipping Address | **Shipping Type** | Payment | Order History

Select Shipping Type

☒ **Standard Shipping: \$3.60**


Your order will be processed in 2-4 business days.
Your order will be mailed via US First-Class Mail.
Total Shipping & Handling: \$3.60

☐ **Express Shipping: \$67.23**


UPS Next Day Air to Ventura, CA
You will receive your order by Tue, Jan 20 by 10:30 A.M..
Express Diploma Service Fee: \$75.00
UPS Next Day Air: \$62.23
Total Shipping & Handling: \$67.23

Back **Next**

Diploma to be ordered.



Name on Diploma: [REDACTED]
Institution: Ventura College
Degree: Associate in Arts
Graduation Date: December 18, 2019
Other Detail: General Studies: Arts and Humanities / [REDACTED]
Diploma Size: U.S. 11



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03/05/2021