

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





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

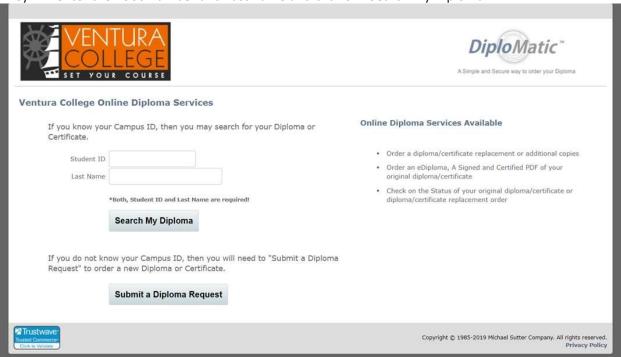
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Update My VC Diploma Info – Enter Mailing Address

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"



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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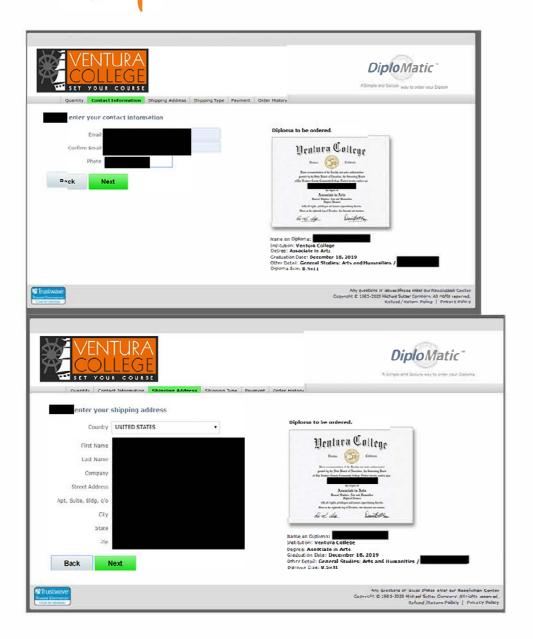


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