

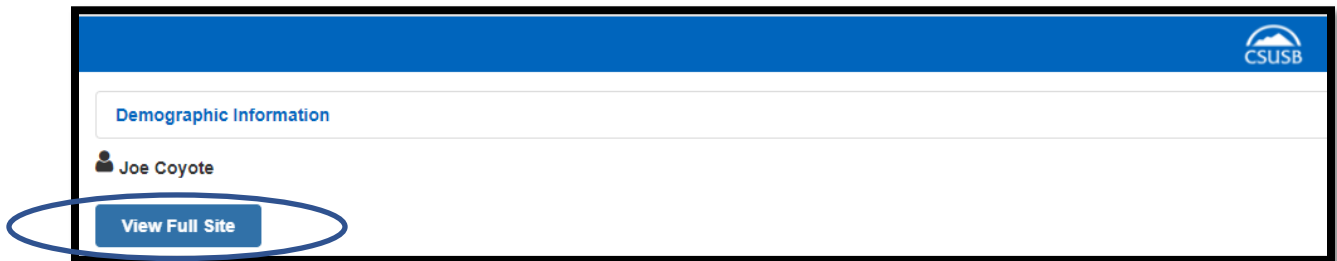
# Setting Your Diploma Name

## Student Center

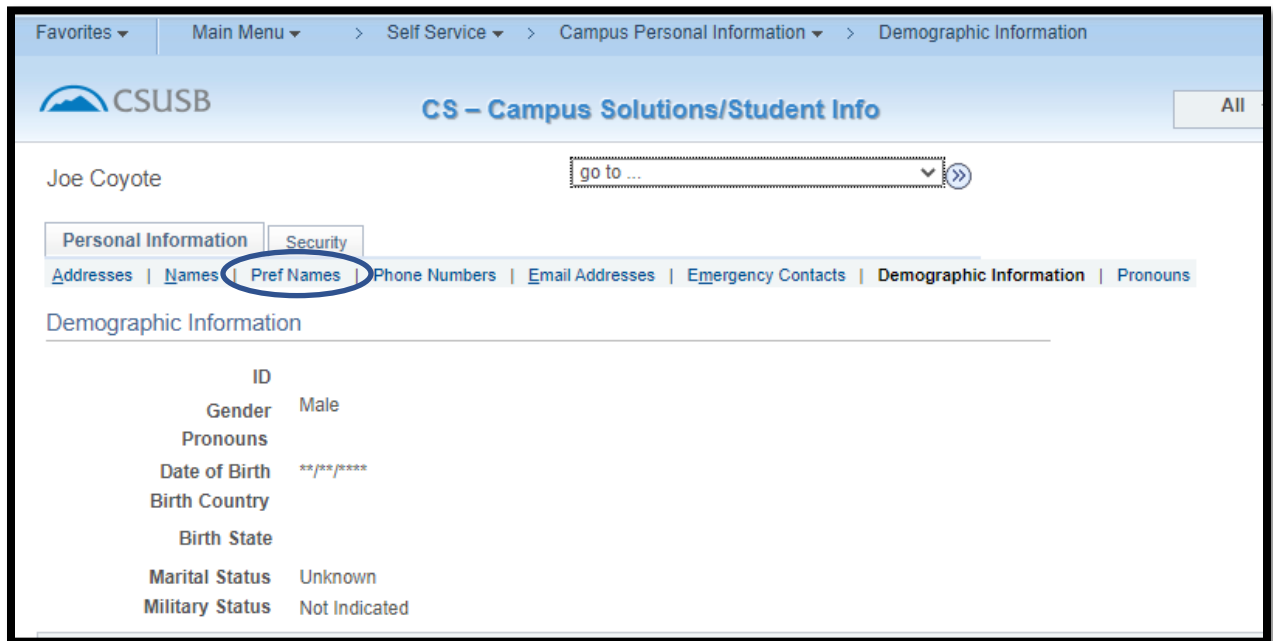
### Full Site Version

Students can identify the diploma name for which they wish to have their diploma printed.

1. From your Student Center, click “View Full Site”.



2. Select “Pref Names”.



3. Select "Diploma" from the Name Type menu.
4. Select "Add".

Joe Coyote

**Personal Information** | Security

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### Names

CSUSB allows the campus community to submit a request to display your preferred first name throughout various applications and documents, ie. Student Center, Faculty Center, BlackBoard, Absence Management, People directory as well as some selected documents such as instructor's class and grade roster.

Please note, preferred first name change will not change your legal name on official documents. Legal name changes must be completed at all appropriate offices with supported documentation. Depending on your campus affiliation you may need to complete a legal name change at the Office of the Registrar, Faculty Affairs and Development and/or Human Resources department.

CSUSB reserves the right to deny request that contain inappropriate language or used for misrepresentation to promote a positive campus community environment.

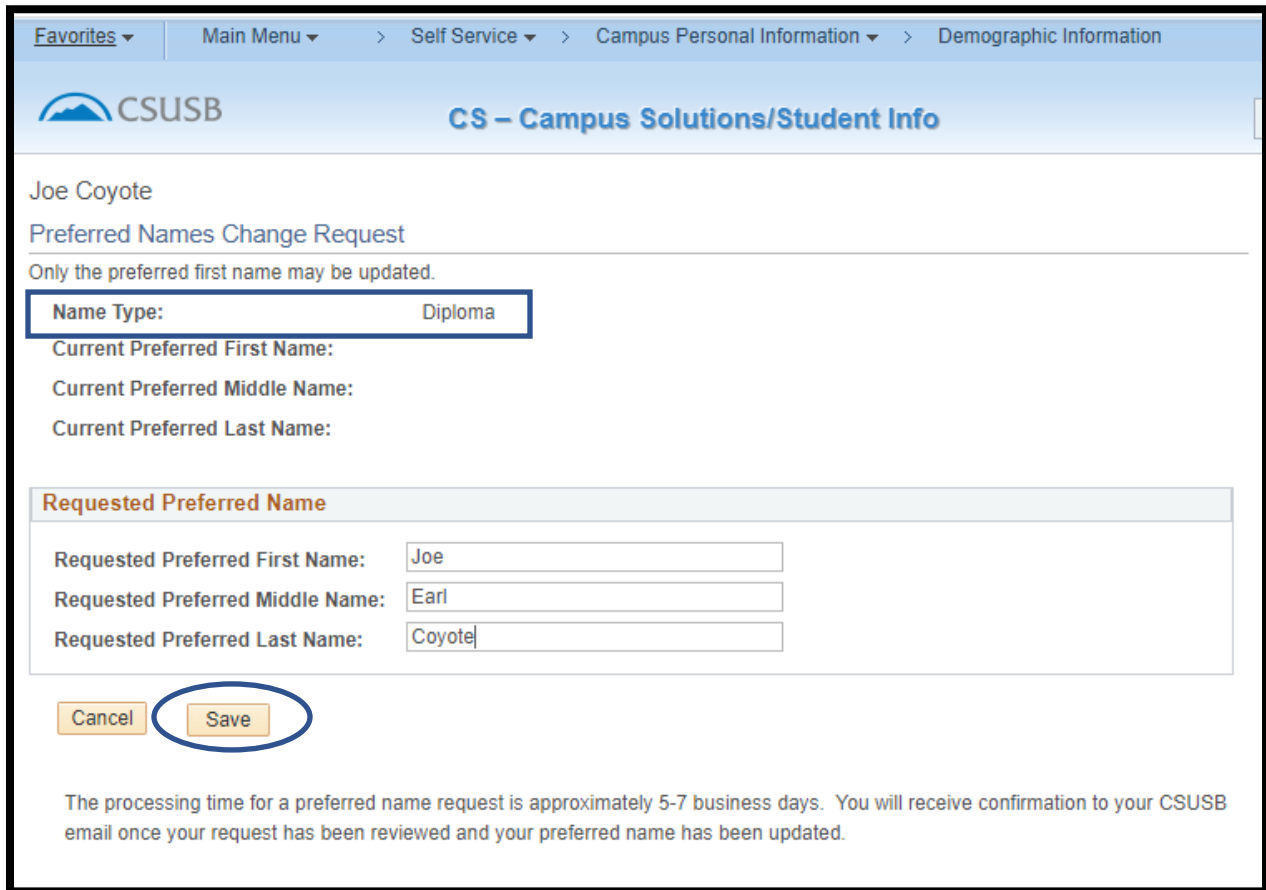
Name Type	Last Name	First Name	Middle Name	Request Change
Primary	Coyote	Joe	E	
Preferred	Coyote	Joe	E	

**Add a New Name**


\*Name Type:

Go to top

5. Enter your First, Middle (not required), and Last Names as you would like them to print on your diploma.
6. Select "Save".



Favorites ▾ Main Menu ▾ > Self Service ▾ > Campus Personal Information ▾ > Demographic Information

 **CS – Campus Solutions/Student Info**

Joe Coyote

Preferred Names Change Request

Only the preferred first name may be updated.

**Name Type:** Diploma

Current Preferred First Name:

Current Preferred Middle Name:

Current Preferred Last Name:

**Requested Preferred Name**

Requested Preferred First Name: Joe

Requested Preferred Middle Name: Earl

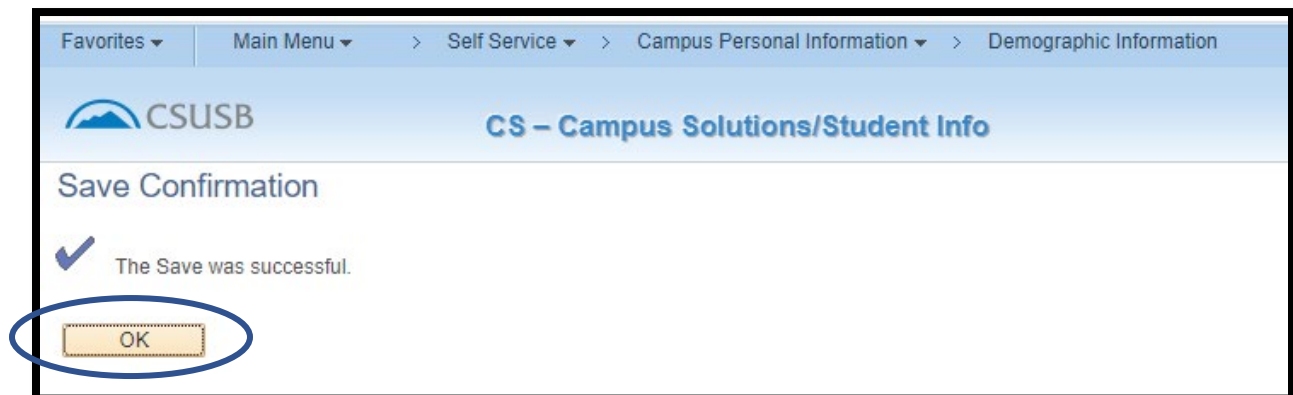
Requested Preferred Last Name: Coyote

Cancel Save


The processing time for a preferred name request is approximately 5-7 business days. You will receive confirmation to your CSUSB email once your request has been reviewed and your preferred name has been updated.

Successful save acknowledgement.


7. Select "OK".



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Save Confirmation


 The Save was successful.

OK

Your diploma name request will be routed through the Office of the Registrar for processing. Prior to processing, the Request Status will reflect "Requested". You will receive an email when it has been processed.

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Joe Coyote go to ... 

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Primary	Coyote	Joe	E	
Preferred	Coyote	Joe	E	


**Requested Preferred Name**


Name Type	Preferred Last	Preferred First	Preferred Middle	Request Status
Diploma	Coyote	Joe	Earl	Requested

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The diploma name can be edited if needed.

Favorites ▾ | Main Menu ▾ > Self Service ▾ > Campus Personal Information ▾ > Demographic Information

 **CS – Campus Solutions/Student Info**

Joe Coyote  

**Personal Information** | Security



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Preferred	Coyote	Joe	E	
Diploma	Coyote	Joe	Earl	

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