

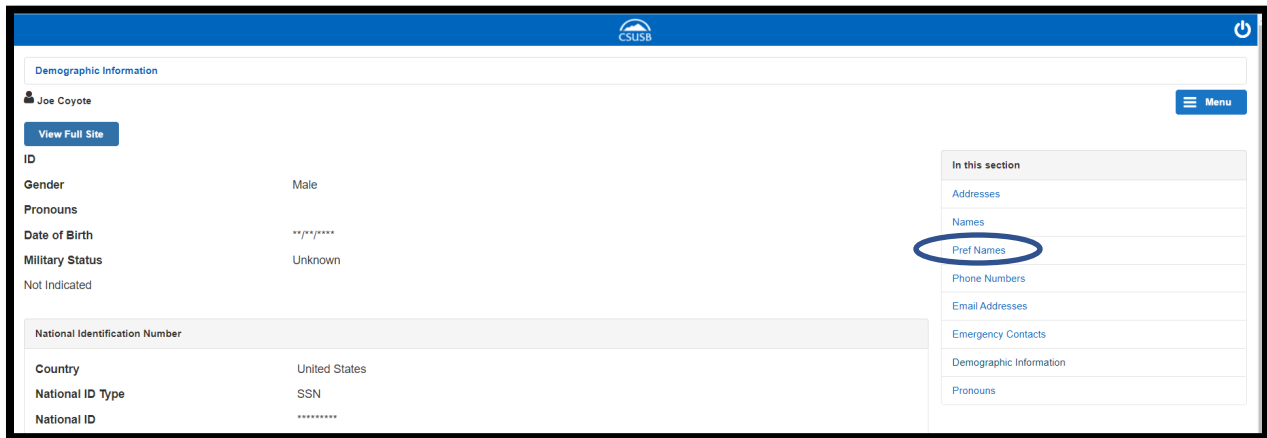
# Setting Your Diploma Name

## Student Center

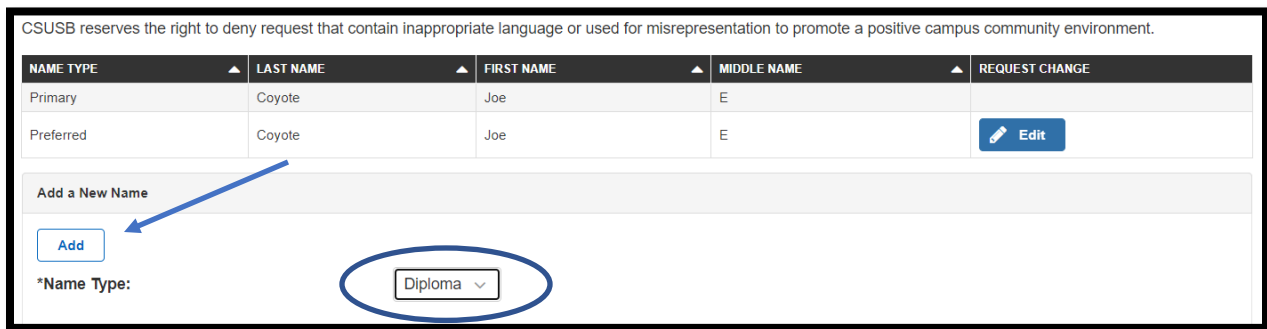
### Mobile Version

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

1. Select "Pref Names" from the right-hand menu.



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



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

Preferred Names Change Request

Joe Coyote

View Full Site

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

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.

Cancel Save

Successful save acknowledgement.

6. Click "OK".

Save Confirmation

Joe Coyote

View Full Site

✓ The Save was successful.

OK

Your diploma name request will be routed to 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.

The screenshot shows the CSUSB Names management interface. At the top, there is a header with the CSUSB logo and a user profile for Joe Coyote. Below the header, there is a 'View Full Site' button and a menu icon. The main content area contains a paragraph explaining that CSUSB allows the campus community to submit a request to display their preferred first name throughout various applications and documents. It also notes that preferred first name changes will not change legal names on official documents. Below this text is a table with columns: NAME TYPE, LAST NAME, FIRST NAME, MIDDLE NAME, and REQUEST CHANGE. The table has two rows: 'Primary' and 'Preferred', both with 'Coyote' as the last name and 'Joe' as the first name. Below this is a section for 'Requested Preferred Name' with a table with columns: NAME TYPE, PREFERRED LAST, PREFERRED FIRST, PREFERRED MIDDLE, and REQUEST STATUS. The 'Diploma' row shows 'Coyote' as the preferred last name, 'Joe' as the preferred first name, and 'Earl' as the preferred middle name. The 'REQUEST STATUS' for the diploma is 'Requested', which is circled in blue. To the right of the main content is a sidebar with a menu icon and a list of sections: Addresses, Names, Pref Names, Phone Numbers, Email Addresses, Emergency Contacts, Demographic Information, and Pronouns.

NAME TYPE	LAST NAME	FIRST NAME	MIDDLE NAME	REQUEST CHANGE
Primary	Coyote	Joe	E	
Preferred	Coyote	Joe	E	<a href="#">Edit</a>

NAME TYPE	PREFERRED LAST	PREFERRED FIRST	PREFERRED MIDDLE	REQUEST STATUS
Diploma	Coyote	Joe	Earl	Requested

The diploma name can be edited if needed.

This screenshot is similar to the one above, but it highlights the 'Edit' button for the diploma name request. The 'REQUEST STATUS' for the diploma is 'Requested', and the 'Edit' button next to it is circled in blue. The rest of the interface, including the header, sidebar, and other tables, is identical to the previous screenshot.

NAME TYPE	LAST NAME	FIRST NAME	MIDDLE NAME	REQUEST CHANGE
Primary	Coyote	Joe	E	
Preferred	Coyote	Joe	E	<a href="#">Edit</a>
Diploma	Coyote	Joe	Earl	<a href="#">Edit</a>