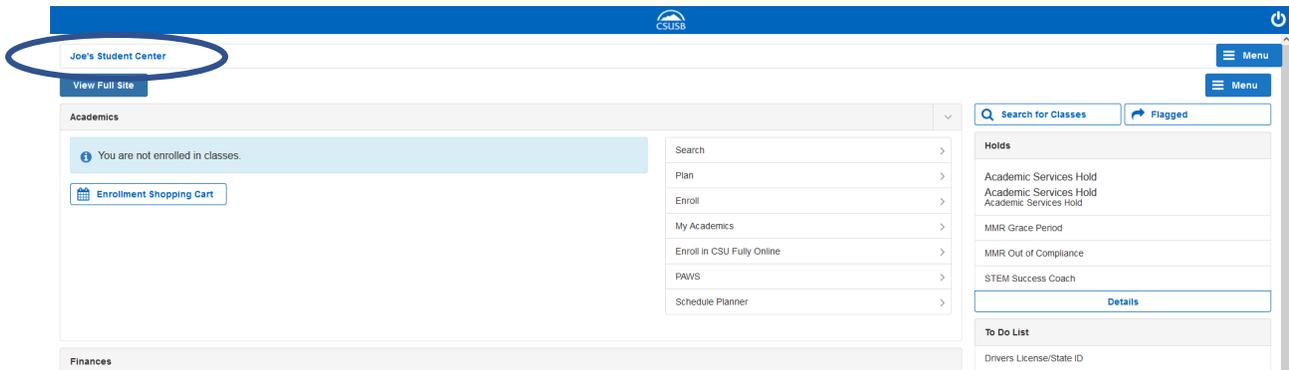
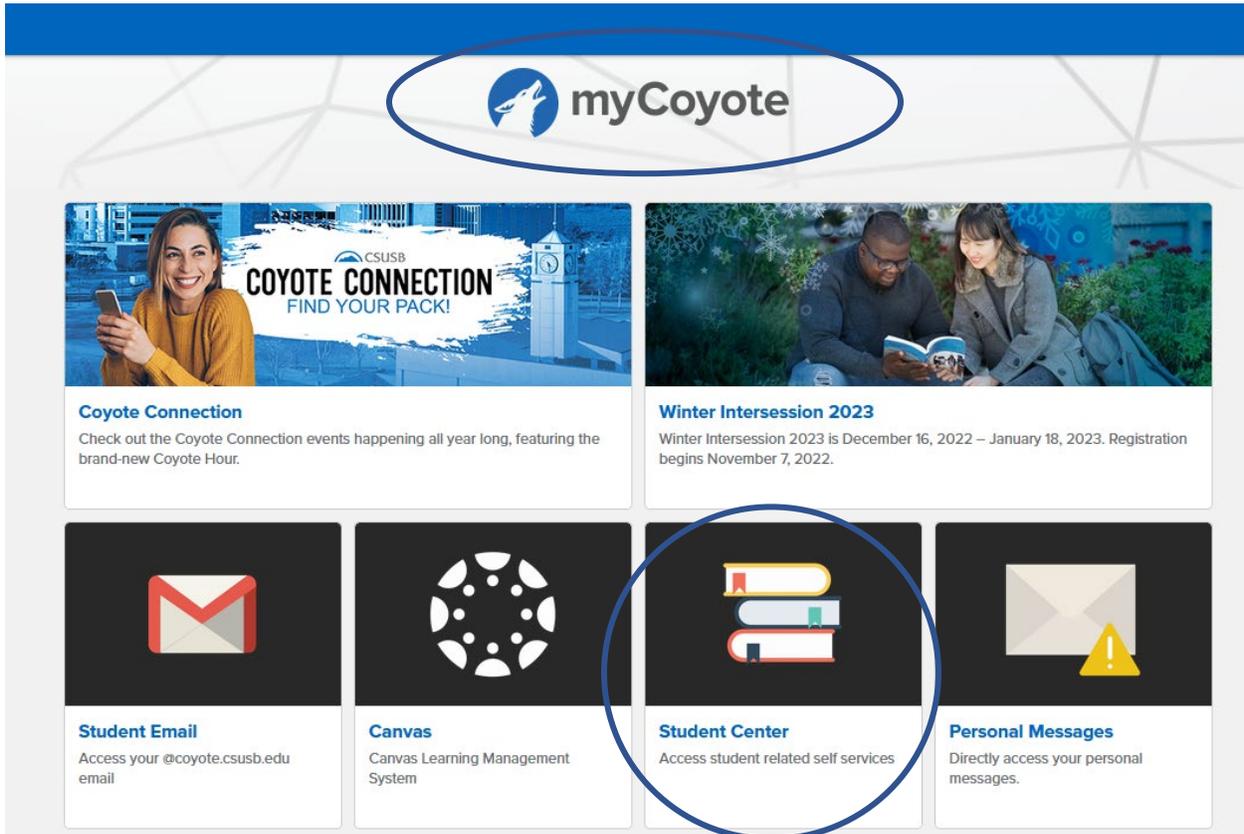


Setting Your Diploma Name

Students can identify the name that they wish to have printed on their diploma.

1. From **myCoyote**, select **Student Center**.



2. Scroll down to **Personal Information** (below Finances).
3. Select **Names**.

Personal Information

Contact Information

Permanent Address 5500 University
San Bernardino, CA 92407

Mailing Address 5500 University Parkway
San Bernardino, CA 92407

Permanent Phone 909/555-5555

Campus Email coyotej@coyote.csusb.edu

Demographic Data >

Emergency Contact >

Names >

User Preferences >

Authorize to Release >

4. Select **Diploma** from the **Name Type** menu.
5. Select **Add**.

Names

Joe Coyote

[View Full Site](#)

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.

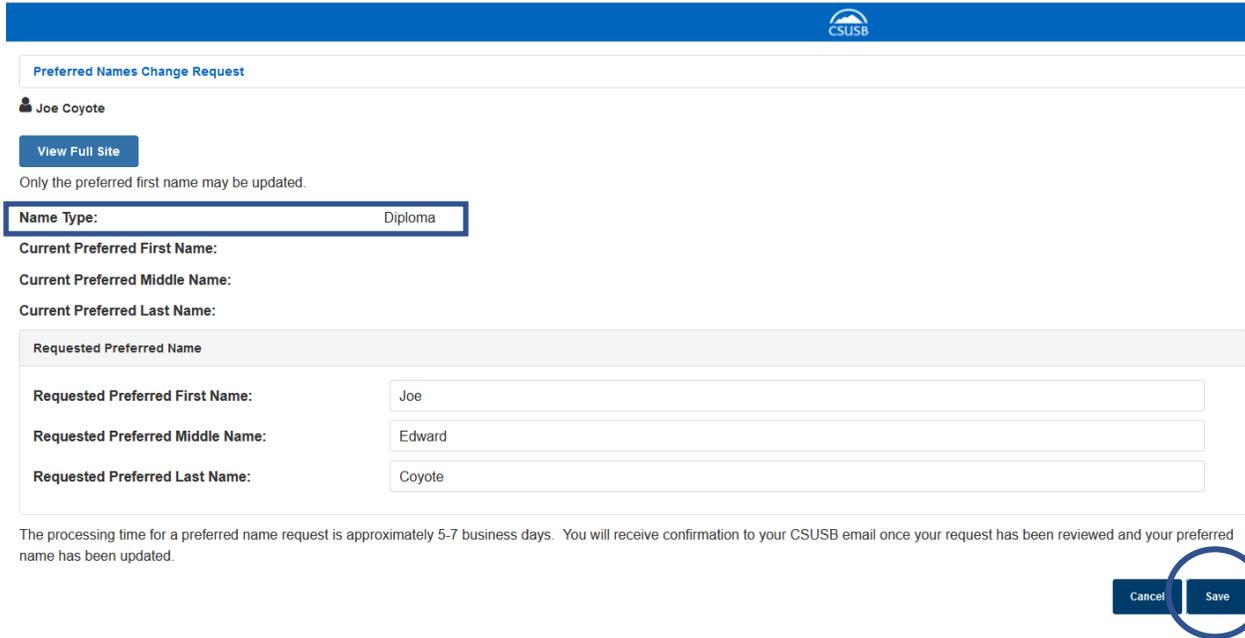
NAME TYPE ▲	LAST NAME ▲	FIRST NAME ▲	MIDDLE NAME ▲	REQUEST CHANGE
Primary	Coyote	Joe	E	
Preferred	Coyote	Joe	E	Edit

Add a New Name

[Add](#)

*Name Type: Diploma ▼

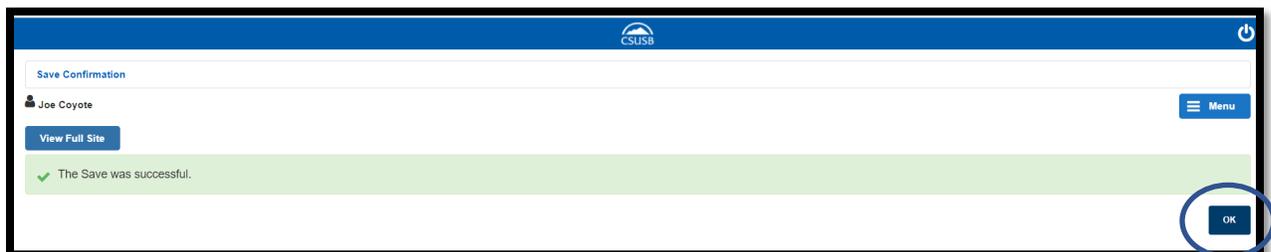
6. Enter your **First, Middle** (not required), and **Last** Names as you would like them to print on your diploma.
7. Select **Save**.



The screenshot shows a web interface for a "Preferred Names Change Request". At the top, there is a blue header with the CSUSB logo. Below the header, the page title is "Preferred Names Change Request". The user is identified as "Joe Coyote". There is a "View Full Site" button. A note states: "Only the preferred first name may be updated." The "Name Type" is set to "Diploma". Below this, there are labels for "Current Preferred First Name:", "Current Preferred Middle Name:", and "Current Preferred Last Name:". A section titled "Requested Preferred Name" contains three input fields: "Requested Preferred First Name:" with the value "Joe", "Requested Preferred Middle Name:" with the value "Edward", and "Requested Preferred Last Name:" with the value "Coyote". A paragraph of text explains the processing time: "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." At the bottom right, there are "Cancel" and "Save" buttons, with the "Save" button circled in blue.

Successful save acknowledgement.

8. Select **OK**.



The screenshot shows a "Save Confirmation" message. The header is blue with the CSUSB logo and a power icon. The user is identified as "Joe Coyote". There is a "View Full Site" button and a "Menu" button. A green banner contains a checkmark and the text "The Save was successful." At the bottom right, there is an "OK" button circled in blue.

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 for Joe Coyote. It includes a header with the CSUSB logo and a 'Return' button. Below the header, there is a 'View Full Site' button and a 'Return' button. The main content area contains a table with columns: NAME TYPE, LAST NAME, FIRST NAME, MIDDLE NAME, and REQUEST CHANGE. The table has two rows: Primary (Coyote, Joe, E) and Preferred (Coyote, Joe, E). An 'Edit' button is visible next to the Preferred row. Below this table is a section titled 'Requested Preferred Name' with a table with columns: NAME TYPE, PREFERRED LAST, PREFERRED FIRST, PREFERRED MIDDLE, and REQUEST STATUS. The table has one row: Diploma (Coyote, Joe, Edward, Requested). The 'Requested' status is circled in blue. To the right of the main content is a sidebar with a 'Menu' button and a section titled 'In this section' with links to Personal Information, Addresses, Names, Pref Names, Phone Numbers, Email Addresses, Emergency Contacts, Demographic Information, Pronouns, and Security.

After processing, the diploma name can be edited if needed.

The screenshot shows the CSUSB Names management interface for Joe Coyote, similar to the previous one. It includes a header with the CSUSB logo and a 'Return' button. Below the header, there is a 'View Full Site' button and a 'Menu' button. The main content area contains a table with columns: NAME TYPE, LAST NAME, FIRST NAME, MIDDLE NAME, and REQUEST CHANGE. The table has three rows: Primary (Coyote, Joe, E), Preferred (Coyote, Joe, E), and Diploma (Coyote, Joe, Earl). Each row has an 'Edit' button next to it. The 'Edit' button for the Diploma row is circled in blue. To the right of the main content is a sidebar with a 'Menu' button and a section titled 'In this section' with links to Addresses, Names, Pref Names, Phone Numbers, Email Addresses, Emergency Contacts, Demographic Information, and Pronouns.