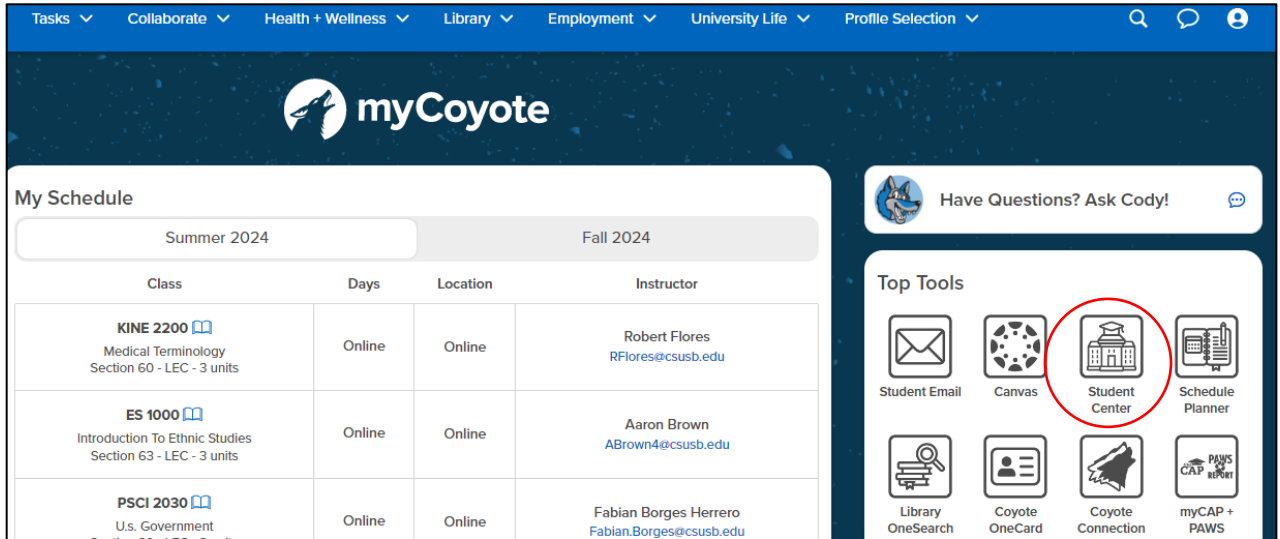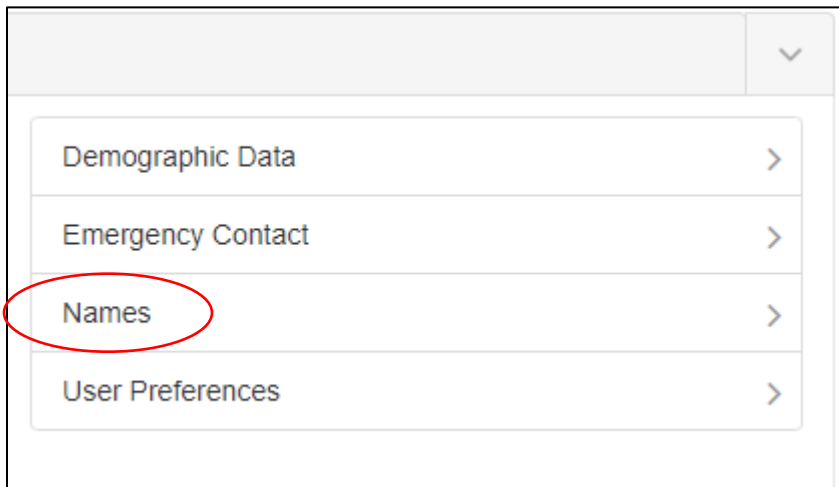# Setting Your Diploma Name

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

Step 1: Access your **myCoyote** page and then select **Student Center**.

Step 2: Under the **Personal** Information section, select the "Names" button.

Step 3: Under the "Add a New Name" section, please select the "Diploma" name type from the dropdown menu and click "Add."

Step 4: Enter your First, Middle (not required), and Last Names as you would like them to print on your diploma. Then, select **Save**.

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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 ... ▾ »

| Personal Information | Security |

Addresses | Names | **Pref Names** | Phone Numbers | Email Addresses | Emergency Contacts | Demographic Information | Pronouns

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	✎

Requested Preferred Name

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

⬆ Go to top

** The diploma name can be edited if needed.

CSUSB   **CS – Campus Solutions/Student Info**

Joe Coyote   go to ... ⌄ »

Personal Information   Security

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