

Reviewing Your Graduation Name and Diploma Mailing Address in MyMadison

THE GRADUATE SCHOOL

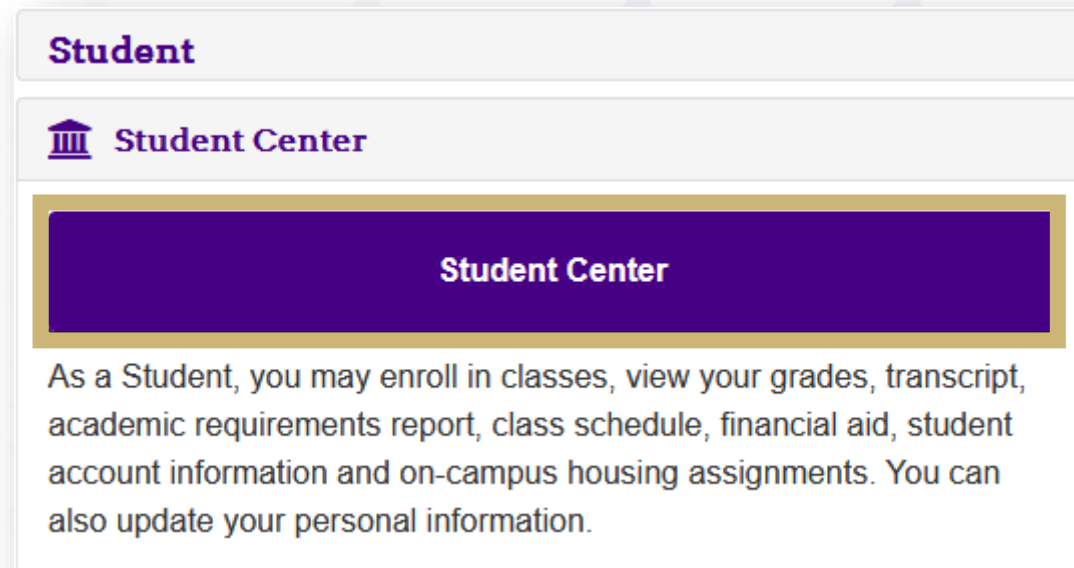
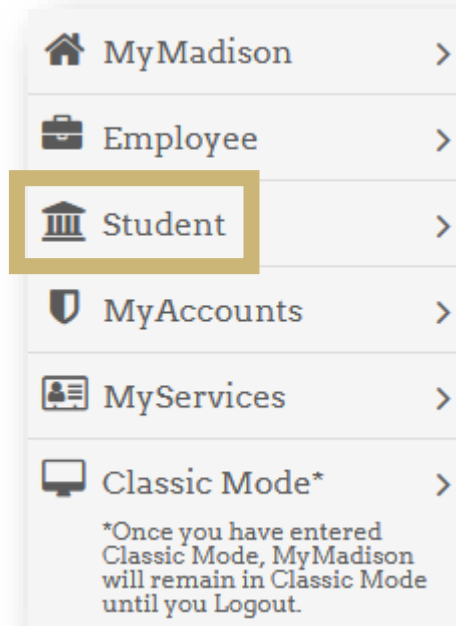
Overview

This PowerPoint will show you how to view how your name will be listed in the commencement program, how your name will be listed on your diploma, and the address your diploma will be mailed to after you have met all requirements.

If you need to make changes to your name or address information, this PowerPoint will also outline how to do so and the deadlines for making those changes.

Accessing the Validate Graduation Name Page

Step 1: Log into MyMadison and go to the *Student Center*.



Accessing the Validate Graduation Name Page

Step 2: Select *Graduation* from the *Other Academic* drop-down menu.

The screenshot shows a user interface with two main sections: Academics and Finances. The Academics section includes a 'This Week's Schedule' table and an 'Enrollment Shopping Cart' button. The Finances section is divided into 'Financial Aid' and 'My Account' sub-sections. On the right, a vertical menu contains various links. A dropdown menu is open from the 'other academic...' link, showing a list of options with 'Graduation' highlighted.

Academics

This Week's Schedule

	CLASS	SCHEDULE
	ACTG 594-0002 INT (50288)	TBA Online

Enrollment Shopping Cart

Finances

Financial Aid

- View Financial Aid >
- Accept/Decline Awards >
- Pending Financial Aid >

My Account

- M3 - My Student Account >
- My Refunds >
- My Statement >

Search >

Enroll (Add, Drop, Edit, Swap) >

Schedule Planner >

Academic Planner >

Academic Requirements >

Buy My Books >

Class Schedule >

Transcript: View Unofficial >

other academic... ▾

Select

Graduation

Transfer Credit Report

View Advisor Notes

View Test Scores

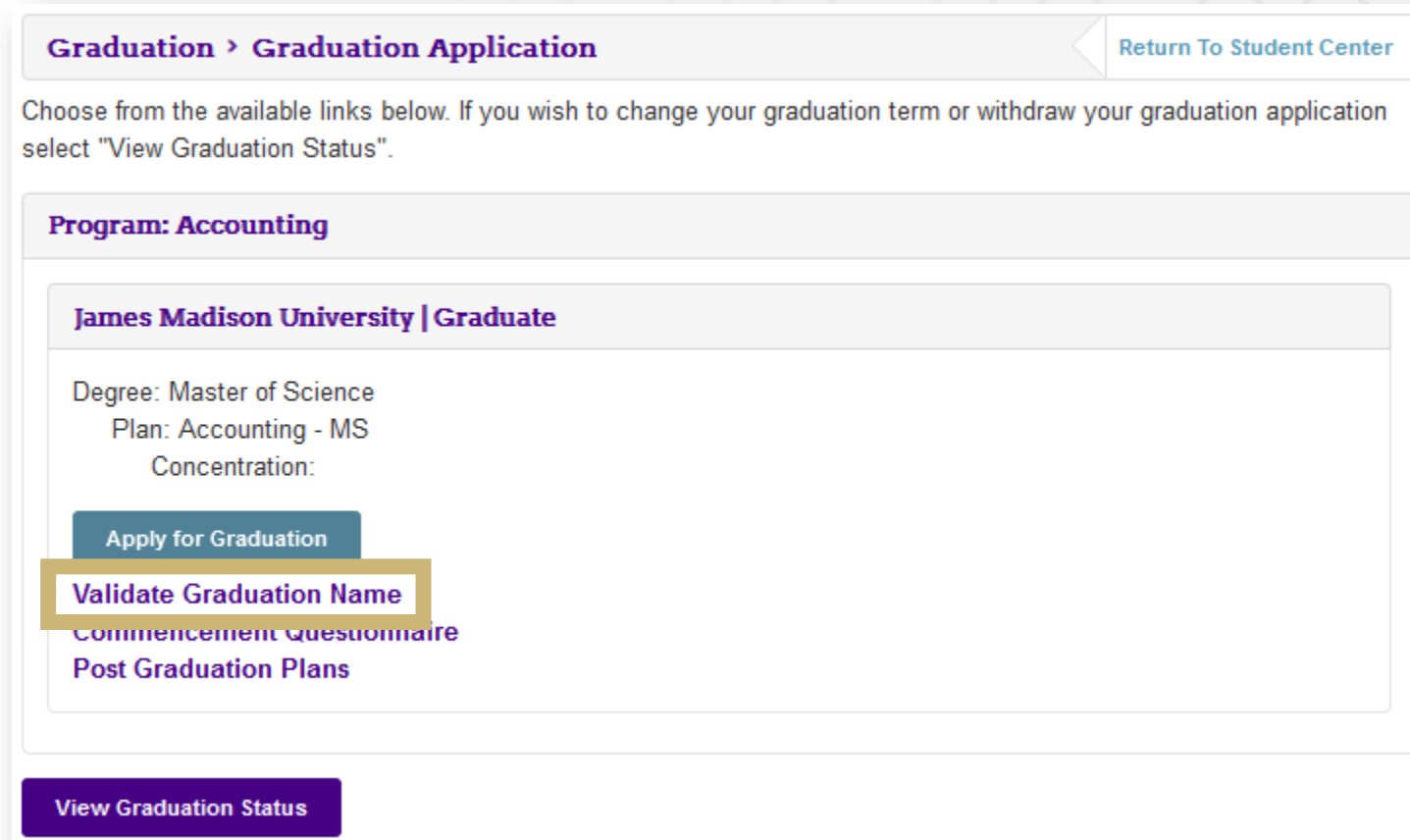
What-if Report

other academic...

View UDAP Contract >

Accessing the Validate Graduation Name Page

Step 3: Select the *Validate Graduation Name* link.



The screenshot displays the 'Graduation > Graduation Application' page for James Madison University. At the top, there is a breadcrumb trail and a 'Return To Student Center' link. Below this, a message instructs users to choose from available links, with a specific note about changing graduation terms or withdrawing applications. The page is for the 'Accounting' program. Under the 'James Madison University | Graduate' header, the user's degree and plan are listed: 'Degree: Master of Science', 'Plan: Accounting - MS', and 'Concentration:'. A list of links is provided, with 'Validate Graduation Name' highlighted by a yellow box. Other links include 'Apply for Graduation', 'Commencement Questionnaire', and 'Post Graduation Plans'. At the bottom, there is a 'View Graduation Status' button.

Graduation > Graduation Application [Return To Student Center](#)

Choose from the available links below. If you wish to change your graduation term or withdraw your graduation application select "View Graduation Status".

Program: Accounting

James Madison University | Graduate

Degree: Master of Science
Plan: Accounting - MS
Concentration:

[Apply for Graduation](#)
[Validate Graduation Name](#)
[Commencement Questionnaire](#)
[Post Graduation Plans](#)

[View Graduation Status](#)

Reviewing Your Name and Mailing Address

- On this page, you can see your current selection for how your name will be listed in the commencement program and on your diploma. This page also displays the address your diploma will be mailed to after you have met all requirements.
- If your *Primary* and *Chosen* names are the same, and you do not plan to make any changes to either name, it does not matter which option you select.
- If you are satisfied with your information as it is listed, you do not need to take any further action.
- The next slides will show you how to make any necessary changes.

[Graduation](#) > **Name and Address Verification** [Return To Student Center](#)

Commencement Program

Select the name to be used in the commencement program

☒ Primary **Dolley Payne Madison**

☐ Chosen **Dolley Payne Madison**

If you wish to edit your Chosen Name, please go to Personal Information in the Student Center. Once the deadline to have your name in the commencement program has expired, no changes will be accepted.

Diploma

Select the name to be printed on your diploma

☒ Primary **Dolley Payne Madison**

☐ Chosen **Dolley Payne Madison**

If you wish to edit your Chosen Name, please go to Personal Information in the Student Center. Diploma orders will be made the week after commencement and no changes will be accepted after that time.

Address

The address below will be used to mail your diploma once you have met all graduation requirements

**100 E. Grace Street
Harrisonburg, VA 22807**

If you need to update your address, please go to Personal Information in the Student Center.

☒ By checking this box I verify that I have selected my desired name for both the commencement program and my diploma and that changes may not be allowable depending upon the date of my request.

Continue

Deadlines for Changing Your Information

Deadline for Name Changes for the Commencement Program:

- Students participating in May commencement will have through early March to update their commencement name information. A more specific date will be sent out as the deadline approaches.
- Students participating in December commencement will have through the middle of October to update their commencement name information. A more specific date will be sent out as the deadline approaches.
- Once the deadline for making changes to names for the commencement program has passed, you will see the following warning at the top of the *Validate Graduation Names* page and the option to select a name for the commencement program will be grayed out:

At this time, we are no longer able to add or change names listed in the commencement program. This does not affect your ability to participate in commencement.

Deadline for Name and Address Changes for Your Diploma:

- Corrections to how your name will be listed on your diploma and/or your mailing address should be made no later than the last day of the semester in which you will complete graduation requirements.

How to Change Your Primary Name

- If your name only needs to have an accent (e.g., à, á, â, ã, ä), apostrophe, or hyphen added, email Graduate Student Services (gradstudentservices@jmu.edu) and we will assist you in making sure your name displays correctly.
- If your name has legally changed or if the primary name we have listed for you does not match your legal name, you will change your primary name. Primary name changes can only be made by the Office of the Registrar with proper documentation (e.g. driver's license, marriage certificate, divorce decree, court order, etc.). Email registrar@jmu.edu for more information on this process.
- After your primary name has been changed, return to the *Validate Graduation Names* page to review your selection and make sure your name displays correctly.

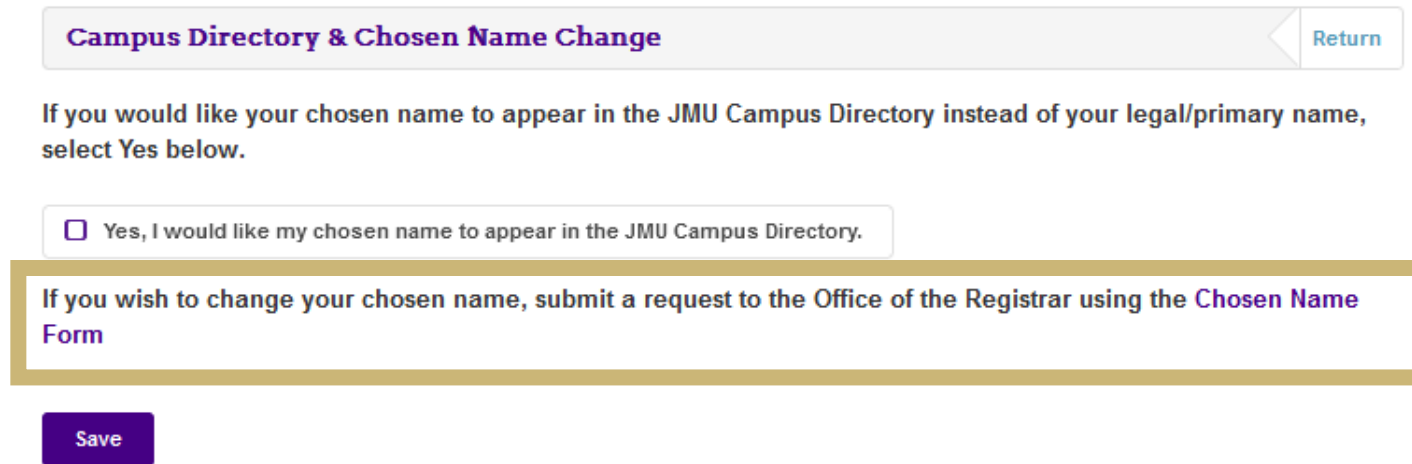
How to Change Your Chosen Name

- If you do not need to make a change to your primary name but would like to have a different chosen name that can be used in the commencement program and/or on your diploma, you can submit a request to the Office of the Registrar using the chosen name form.
- In your MyMadison Student Center, go to Personal Information and click Campus Directory & Chosen Name.

Campus Directory & Chosen Name	>
Emergency Contact	>
Extracurricular Activities	>
Honors and Awards	>
Privacy Information	>
Student Privacy	>

How to Change Your Chosen Name

- On the *Campus Directory & Chosen Name* page, you will see a link to the Chosen Name Form.



The screenshot shows a web form titled "Campus Directory & Chosen Name Change" with a "Return" link. Below the title is a question: "If you would like your chosen name to appear in the JMU Campus Directory instead of your legal/primary name, select Yes below." There is a radio button labeled "Yes, I would like my chosen name to appear in the JMU Campus Directory." Below this is a highlighted box containing the text: "If you wish to change your chosen name, submit a request to the Office of the Registrar using the Chosen Name Form". At the bottom of the form is a "Save" button.

Campus Directory & Chosen Name Change [Return](#)

If you would like your chosen name to appear in the JMU Campus Directory instead of your legal/primary name, select Yes below.

☐ Yes, I would like my chosen name to appear in the JMU Campus Directory.

If you wish to change your chosen name, submit a request to the Office of the Registrar using the [Chosen Name Form](#)

Save

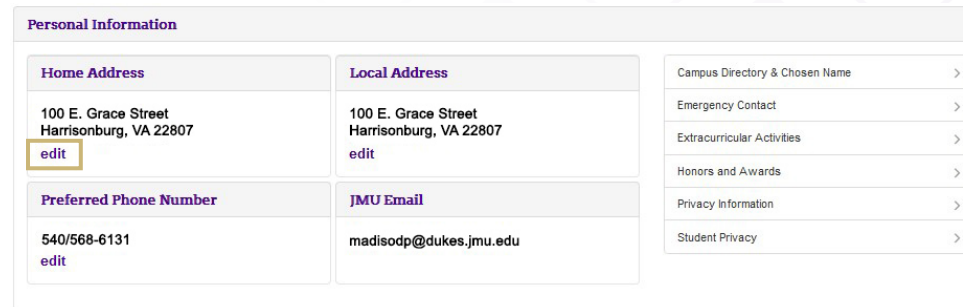
- Fill out the form and submit it.

How to Change Your Chosen Name

- Once the Office of the Registrar has updated your chosen name, return to the *Validate Graduation Names* page to review your selection and make sure your name displays correctly.
- If you select your chosen name for the commencement program, we will also announce your chosen name during The Graduate School commencement ceremony.
- If you have any concerns about how your name will be listed, email gradstudentservices@jmu.edu and we will assist you.

How to Change Your Diploma Mailing Address

- In your MyMadison Student Center, go to Personal Information and click Edit at the bottom of the **Home Address** tile.



Personal Information

Home Address 100 E. Grace Street Harrisonburg, VA 22807 edit	Local Address 100 E. Grace Street Harrisonburg, VA 22807 edit	Campus Directory & Chosen Name >
Preferred Phone Number 540/568-6131 edit	JMU Email madisodp@dukes.jmu.edu	Emergency Contact >
		Extracurricular Activities >
		Honors and Awards >
		Privacy Information >
		Student Privacy >

- Click the Edit button to update your **Home** address.



Addresses

[View PO Box and Combo](#)

[Address FAQs](#)

ADDRESS TYPE	ADDRESS	
Home	100 E. Grace Street Harrisonburg, VA 22807	Edit

- Update your home address and select OK. On the next page, make sure Home is selected under Address Types, and click save to update your address.

Questions?

Contact The Graduate School at
gradstudentservices@jmu.edu