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 your Student Services Center.
Step 2: Select Graduation from the *Other Academic* drop-down menu.
Accessing the Validate Graduation Name Page

Step 2: Select the Validate Graduation Name link.
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 Preferred 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.
Deadlines for Changing Your Information

Deadline for Name Changes for the Commencement Program:

• Students participating in May commencement will have through March 1\textsuperscript{st} to update their commencement name information.

• Students participating in December commencement will have through October 15\textsuperscript{th} to update their commencement name information.

• 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 greyed out:

  \begin{center}
  \textbf{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.}
  \end{center}

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, ã, â, â, 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 Preferred Name

• If you do not need to make a change to your primary name, but would like to have a different preferred 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 preferred name form.

• In your MyMadison Student Center, go to Personal Information and click Campus Directory & Preferred Name.
How to Change Your Preferred Name

• On the Campus Directory and Preferred Name page, you will see a link to the Preferred Name Form.

  Campus Directory & Preferred Name Change
  
  If you would like your preferred first name to appear in the JMU Campus Directory instead of your legal/primary name, select Yes below.

  ☑ Yes, I would like my preferred first name to appear in the JMU Campus Directory.

  If you wish to change your preferred first name, submit a request to the Office of the Registrar using the Preferred Name Form.

  Save  Cancel

• Fill out the form and submit it.
How to Change Your Preferred Name

• Once the Office of the Registrar has updated your preferred name, return to the Validate Graduation Names page to review your selection and make sure your name displays correctly.

• If you select your preferred name for the commencement program, we will also announce your preferred 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

1. In your MyMadison Student Center, go to Personal Information and click Home Address.

2. Click the pencil icon to edit your Home address.

3. 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