

# **Reviewing Your Graduation Name and Diploma Mailing Address in MyMadison**

The Graduate School



JAMES MADISON UNIVERSITY®



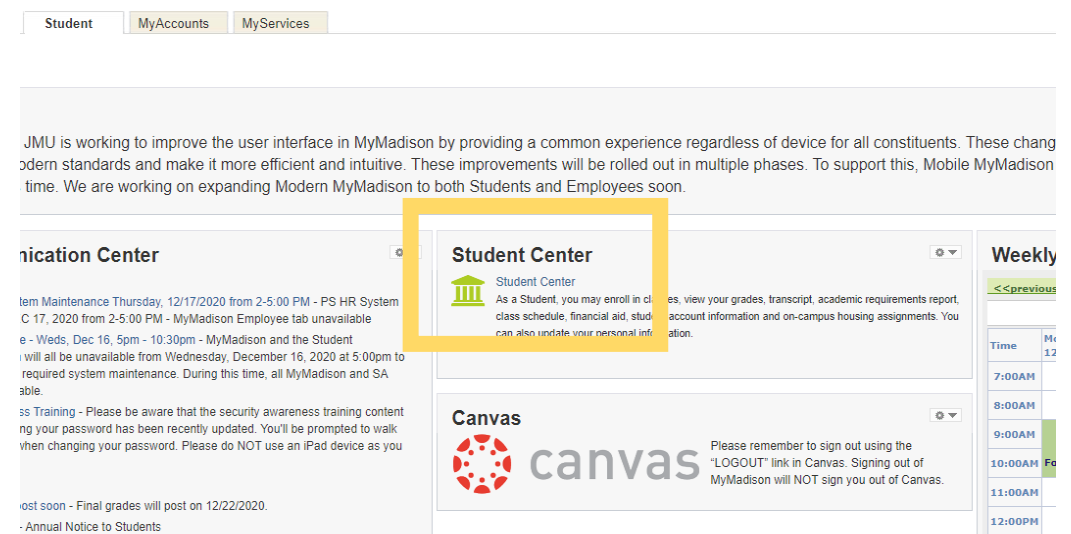
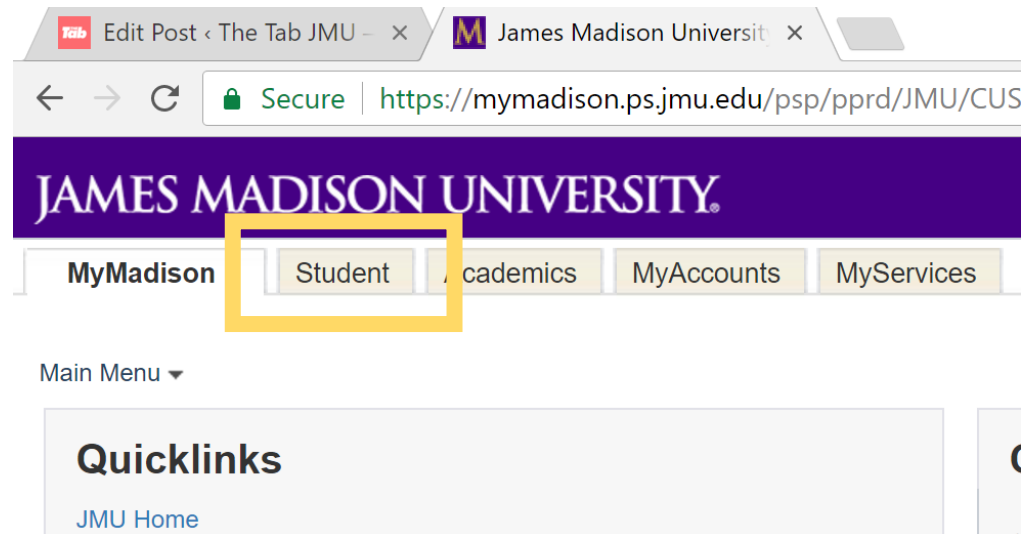
# Overview

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.

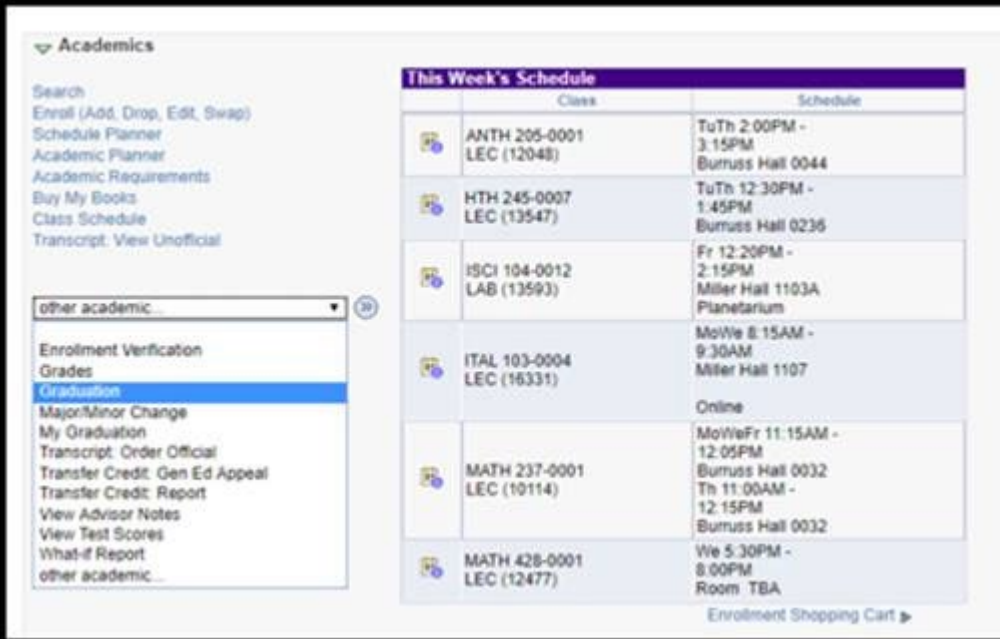
# Accessing the Validate Graduation Name Page

Step 1: Log into MyMadison and go to your Student Services Center.



# Accessing the Validate Graduation Name Page

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



The screenshot shows the 'Academics' section of a university website. On the left, there is a list of links including 'Search', 'Enroll (Add, Drop, Edit, Swap)', 'Schedule Planner', 'Academic Planner', 'Academic Requirements', 'Buy My Books', 'Class Schedule', and 'Transcript, View Unofficial'. Below these links is a dropdown menu labeled 'other academic...' which is currently open, showing a list of options: 'Enrollment Verification', 'Grades', 'Graduation' (highlighted in blue), 'Major/Minor Change', 'My Graduation', 'Transcript: Order Official', 'Transfer Credit: Gen Ed Appeal', 'Transfer Credit: Report', 'View Advisor Notes', 'View Test Scores', 'What-if Report', and 'other academic...'. A yellow arrow points from the text 'Step 2: Select Graduation from the Other Academic drop-down menu.' to the 'Graduation' option in the dropdown menu. To the right of the dropdown menu is a table titled 'This Week's Schedule' with columns for 'Class' and 'Schedule'. The table lists several classes with their respective times and locations. At the bottom right of the page, there is a link for 'Enrollment Shopping Cart >'. The 'Academics' section also includes a search bar and a list of links: 'Enroll (Add, Drop, Edit, Swap)', 'Schedule Planner', 'Academic Planner', 'Academic Requirements', 'Buy My Books', 'Class Schedule', and 'Transcript, View Unofficial'.

This Week's Schedule	
Class	Schedule
ANTH 205-0001 LEC (12048)	TuTh 2:00PM - 3:15PM Burnuss Hall 0044
HTH 245-0007 LEC (13547)	TuTh 12:30PM - 1:45PM Burnuss Hall 0236
ISCI 104-0012 LAB (13593)	Fr 12:20PM - 2:15PM Miller Hall 1103A Planetarium
ITAL 103-0004 LEC (16331)	MoWe 8:15AM - 9:30AM Miller Hall 1107
	Online
MATH 237-0001 LEC (10114)	MoWeFr 11:15AM - 12:05PM Burnuss Hall 0032 Th 11:00AM - 12:15PM Burnuss Hall 0032
MATH 428-0001 LEC (12477)	We 5:30PM - 8:00PM Room TBA

# 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.

The screenshot shows the 'Name and Address Verification' page on the James Madison University website. At the top, there is a purple header with 'JAMES MADISON UNIVERSITY.' and a navigation bar with tabs for 'MyMadison', 'Employee', 'Student', 'MyAccounts', and 'MyServices'. Below the navigation bar, there are links for 'Main Menu' and 'Self Service'. The main content area is titled 'Name and Address Verification' and is divided into three sections: 'Commencement Program', 'Diploma', and 'Address'. Each section has a purple header and a white body. The 'Commencement Program' section asks the user to select a name to be used in the commencement program, with radio buttons for 'Primary James Madison' (selected) and 'Preferred Jimmy Madison'. A note below states that changes to the preferred name are no longer accepted. The 'Diploma' section asks for the name to be printed on the diploma, with the same radio button options. A note below states that diploma orders will be made a week after commencement and no changes are accepted after that time. The 'Address' section displays the mailing address: '800 S. Main Street, Harrisonburg, VA 22807, United States'. A note below states that users should go to Personal Information in the Student Center to update their address. At the bottom, there is a checkbox for verification and a 'Confirm' button.

**JAMES MADISON UNIVERSITY.**

MyMadison Employee Student MyAccounts MyServices

Main Menu > Self Service

### Name and Address Verification

#### Commencement Program

Select the name to be used in the commencement program

Primary James Madison

Preferred Jimmy Madison

If you wish to edit your Preferred 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 James Madison

Preferred Jimmy Madison

If you wish to edit your Preferred 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

800 S. Main Street  
Harrisonburg, VA 22807  
United States

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.

Confirm

# Deadlines for Changing Your Information

## Deadline for Name Changes for the Commencement Program:

- Students participating in May commencement will have through March 1<sup>st</sup> to update their commencement name information.
- Students participating in December commencement will have through October 15<sup>th</sup> 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:



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](mailto: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](mailto: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

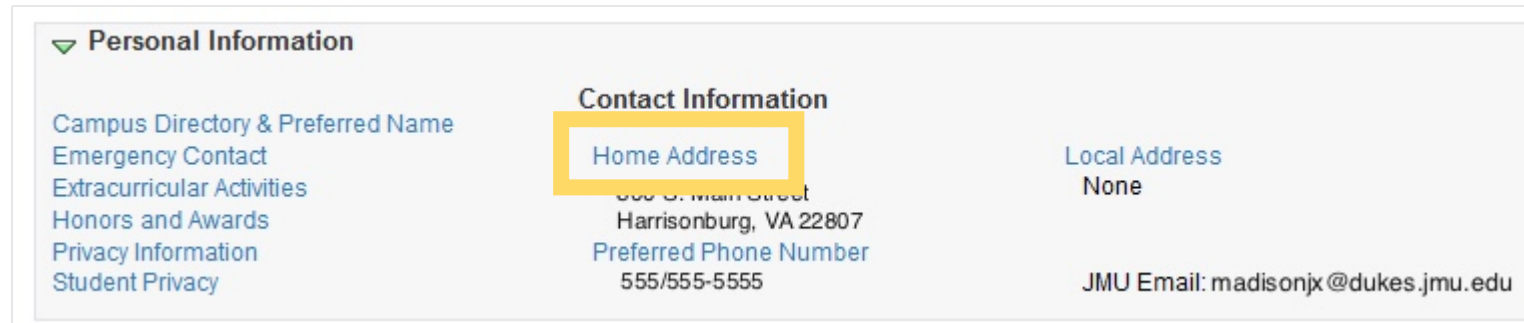
- Fill out the form and submit it.

# 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](mailto: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 Home Address.



Personal Information

- Campus Directory & Preferred Name
- Emergency Contact
- Extracurricular Activities
- Honors and Awards
- Privacy Information
- Student Privacy

Contact Information

Home Address

Local Address  
None

Preferred Phone Number  
555/555-5555

JMU Email: madisonjx@dukes.jmu.edu

- Click the pencil icon to edit your Home address.

Address Type	Address	
Home	800 S. Main Street Harrisonburg, VA 22807	

- 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](mailto:gradstudentservices@jmu.edu)