The City College of New York | Office of the Registrar
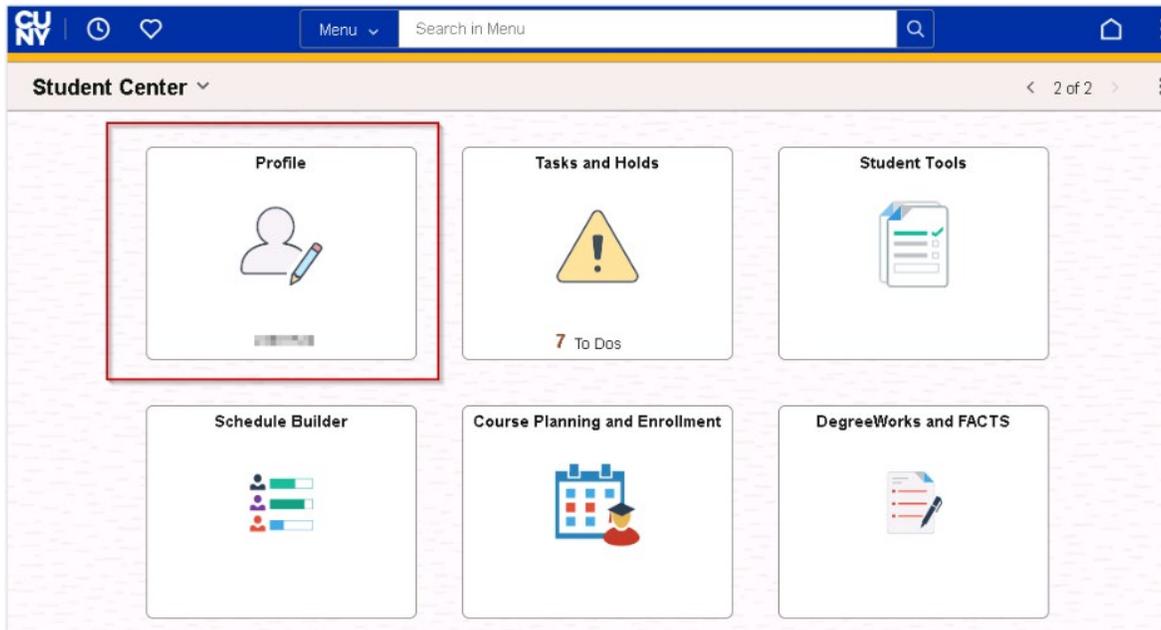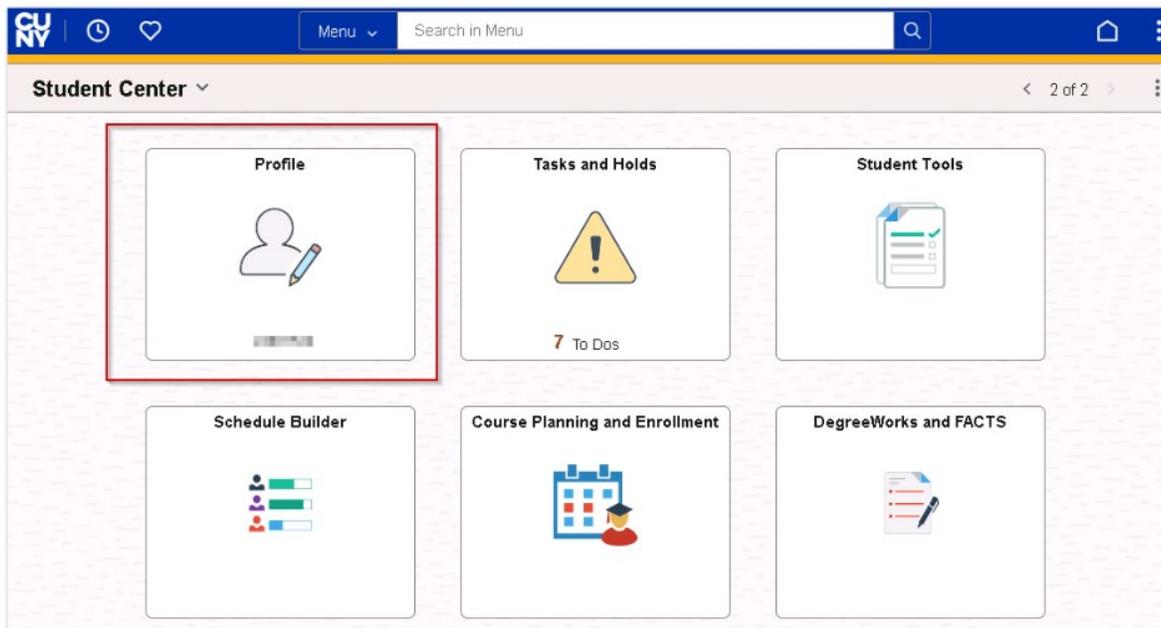
Update Diploma Name Guide

Option 1: Select Directly in Student Center
Navigate to Student Center and select Profile.

Under Personal Details, click the + icon.

CUNY

The + icon opens a new screen. From Type dropdown, select Diploma.

Enter the diploma First Name and/or Middle Name, then click Save.
Please Note: You can only add/update the First and Middle names. The Last Name cannot be changed.

Cancel   **Edit Name**   Save

Type   Diploma

*Name Format   [English ▾]

Prefix   [▾]

*First Name   [Melissa]

Middle Name   [Popcorn]

*Last Name   Phillips

Suffix   [▾]

You must direct any request to use a Diploma name in an email address and/or student ID card to the campus Help Desk. Click here
for more information

Once saved, both your Primary (legal) name and Diploma name will appear on your record.

Profile

ID

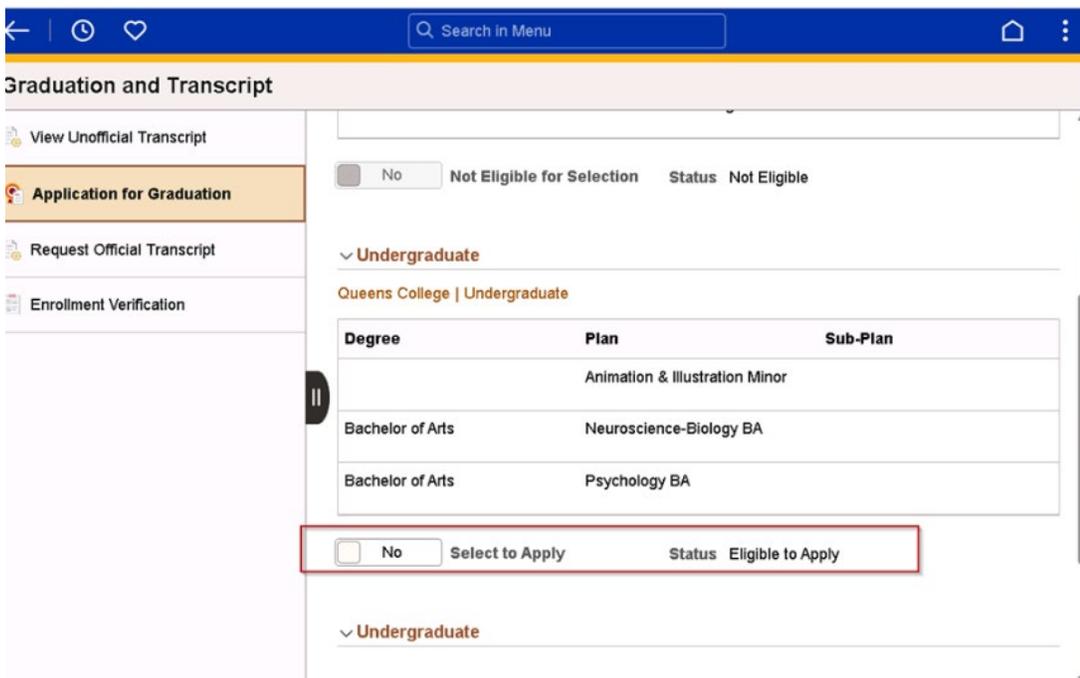| ▣ Personal Details	**Personal** Biographic
📞@ Contact Details	
✉ Addresses	Date of Birth
📞 Emergency Contacts	Gender
👥 Ethnicity	Social Security Number
🏠 Family Information	˅ **Names**

[+]

Name	Type	
▨▨▨ Phillips	Primary	›
Melissa Phillips	Diploma	›

Option 2: Select from Graduation Application
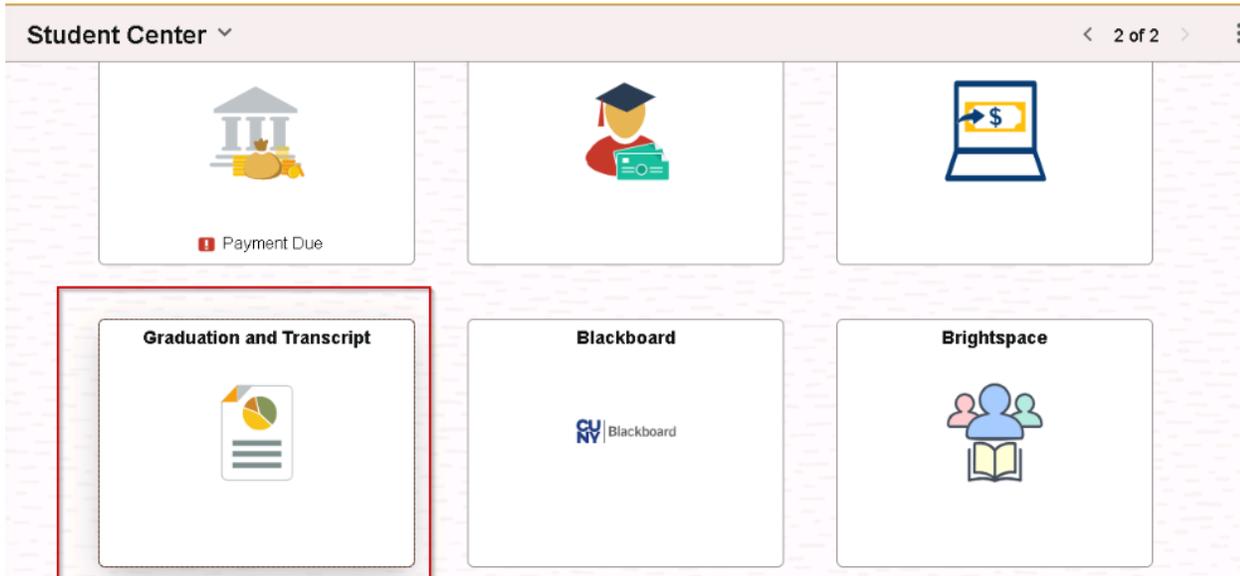
Open the Application for Graduation tab. Under your college section, change Select to Apply from No to Yes, then click Apply.

On the Graduation Term page, click Next.

Select Diploma/Degree Name option:

The City College of New York

Office of the Registrar

Select the + button. When prompted, select Yes to confirm.

Enter the diploma First Name and/or Middle Name, then click Save.
Please Note: You can only add/update the First and Middle names. The Last Name cannot be changed.

Once accepted, both your Primary (legal) name and Diploma name will appear on your record.