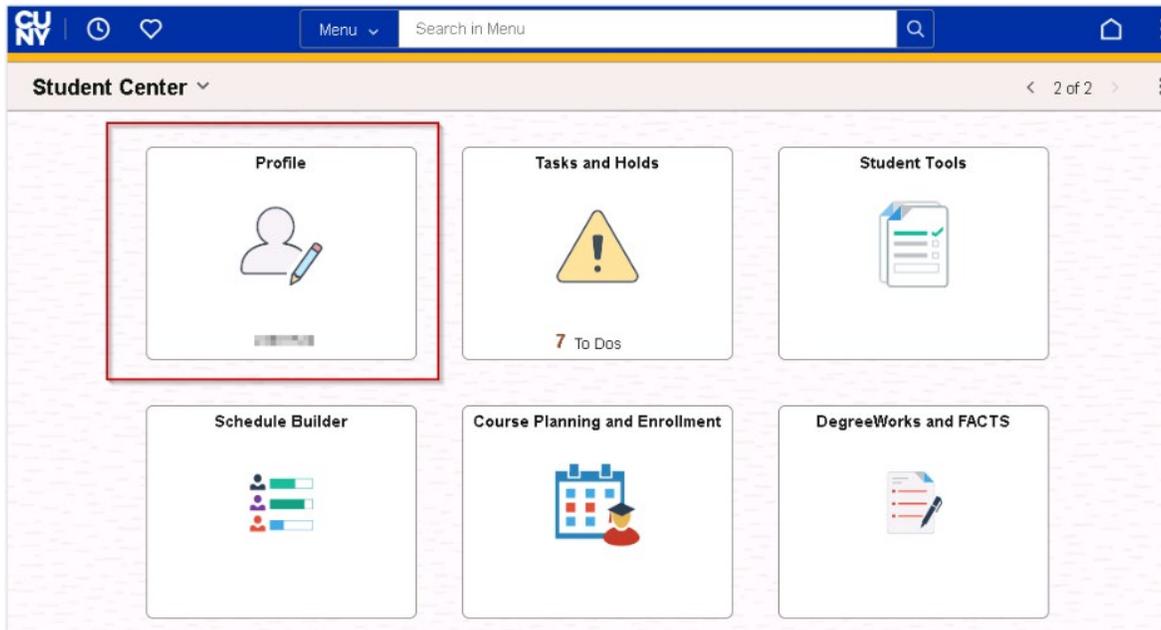


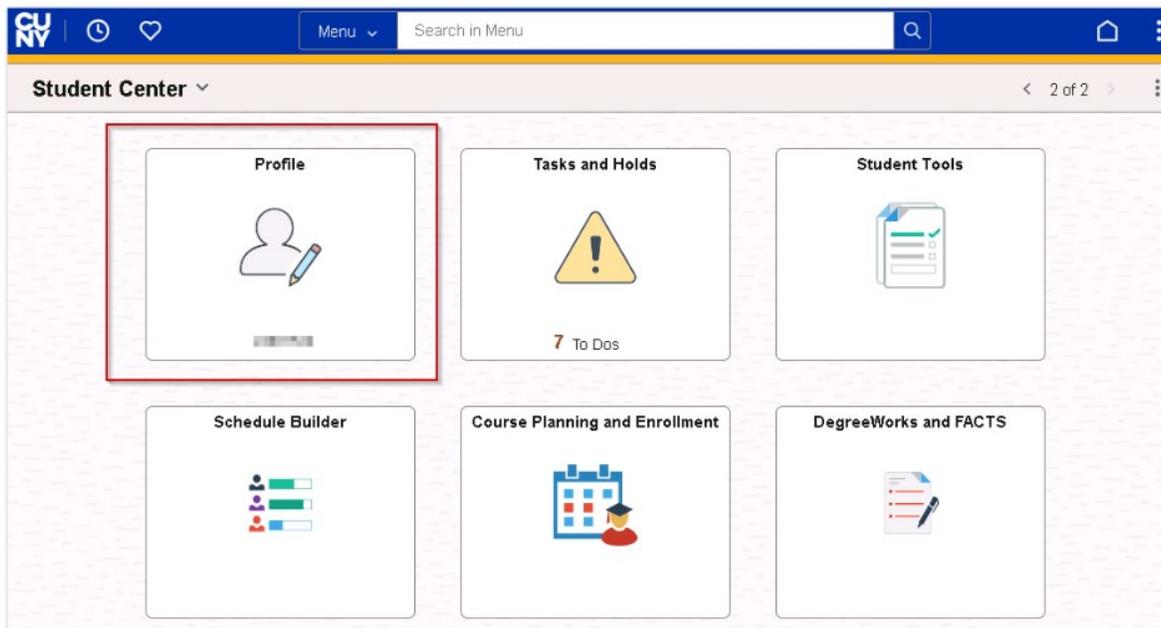


Update Diploma Name Guide

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



Under Personal Details, click the + icon.





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

Cancel Add Name Save

*Type

*Name Format

Prefix

*First Name

Middle Name

*Last Name

Suffix

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 Add Name Save

*Type

*Name Format

Prefix

*First Name

Middle Name

*Last Name

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](#)



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
[REDACTED]

Personal Details

Personal Biographic

Contact Details

Addresses

Emergency Contacts

Ethnicity

Family Information

Date of Birth [REDACTED]

Gender [REDACTED]

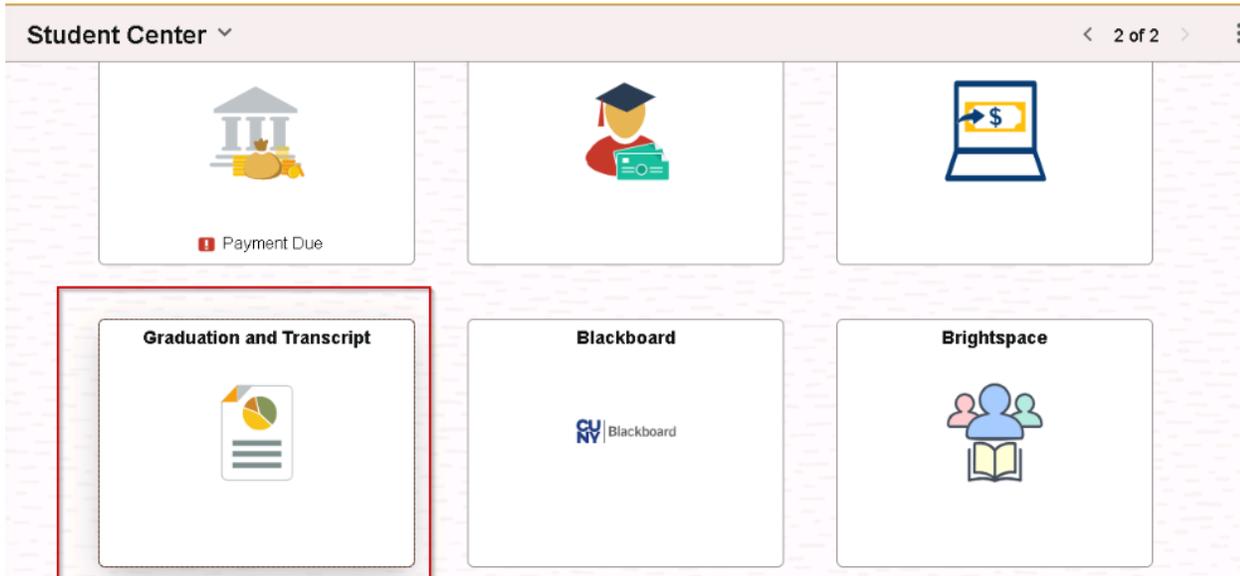
Social Security Number [REDACTED]

Names

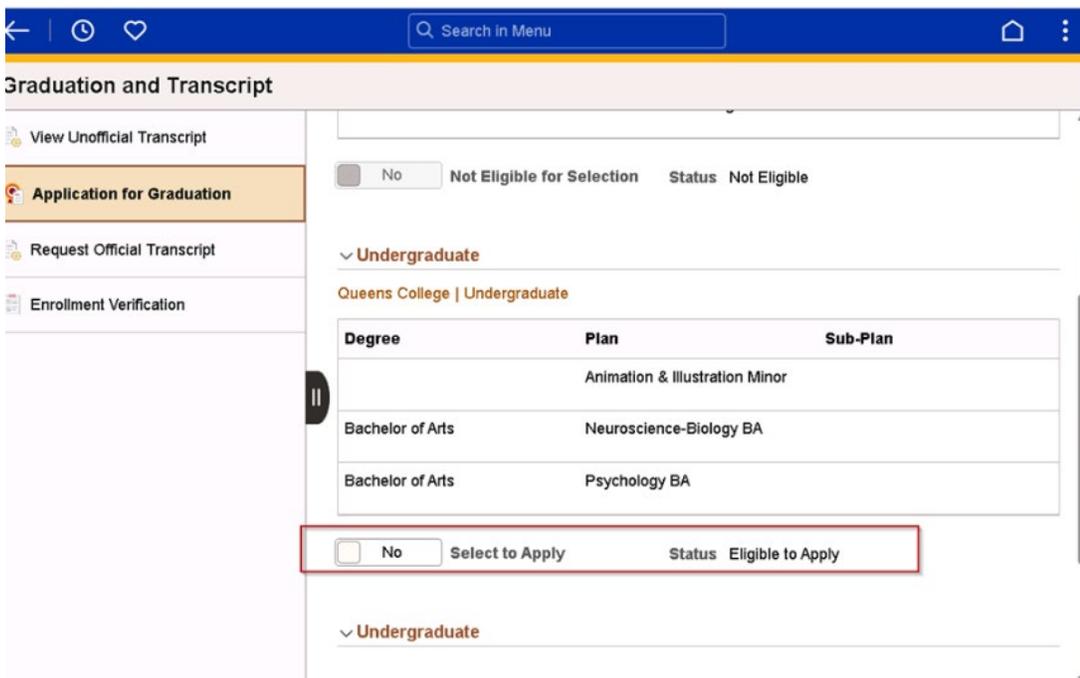
Name	Type
[REDACTED] Phillips	Primary
Melissa Phillips	Diploma



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.

Application for Graduation

[Next >](#)

- 1 Graduation Term**
Visited
- 2 Diploma / Degree Name**
Not Started
- 3 Address**
Not Started
- 4 Contact Details**
Not Started
- 5 Submit**
Not Started

Step 1 of 5: Graduation Term

Select Graduation Term for Queens College | Undergraduate

Undergraduate *Expected Graduation Term 2026 Spring Term ▾

If you believe you will be eligible to graduate at the end of the term, please submit your application for graduation by March

The expected graduation term list includes all terms that are currently available for graduation applications.

Select Diploma/Degree Name option:

Application for Graduation

[< Previous](#) [Next >](#)

- 1 Graduation Term**
Visited
- 2 Diploma / Degree Name**
Visited
- 3 Address**
Not Started
- 4 Contact Details**
Not Started
- 5 Submit**
Not Started

Step 2 of 5: Diploma / Degree Name

You can select one of your existing name types to use for this application.

If you don't select an existing name, your Primary Name will be used..

Names

+

Select	Name Type	Name
<input type="checkbox"/>	Primary	Israel Phillips >



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

Application for Graduation

Step 2 of 5: Diploma / Degree Name

You can select one of your existing name types to use for this application.

You are adding a new name but you have an existing name already selected. Choose Yes to continue the add and discard the previous selection. Select No to cancel this addition and retain the selection.

Select	Name Type	Name
Yes <input type="checkbox"/>	Primary	Israel Phillips

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.

Add Name

*Type: Diploma

*Name Format: English

Prefix:

*First Name:

Middle Name:

*Last Name: Phillips

Suffix:

Save

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

Cancel
Add Name
Accept

Type Diploma

*Name Format

Prefix

*First Name

Middle Name

*Last Name

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](#)

Application for Graduation

< Previous
Next >

- 1 **Graduation Term**
Visited
- 2 **Diploma / Degree Name**
Visited
- 3 **Address**
Not Started
- 4 **Contact Details**
Not Started
- 5 **Submit**
Not Started

Step 2 of 5: Diploma / Degree Name

You can select one of your existing name types to use for this application.

If you don't select an existing name, your Primary Name will be used..

Names

Select	Name Type	Name
<input checked="" type="checkbox"/> Yes	Diploma (Added)	Melissa Phillips >
<input type="checkbox"/> No	Primary	Israel Phillips >