Purpose: To verify how your name will appear in the College Commencement Program

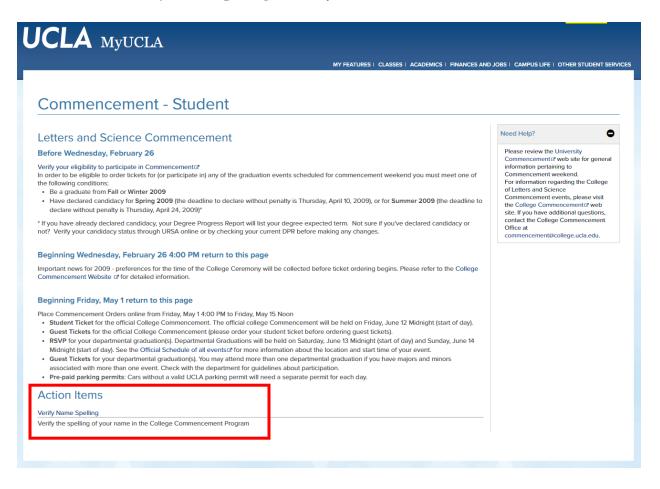
To review, and if needed update, your Privacy Options

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Step 1 –

Access the <u>MyUCLA Commencement – Student</u> feature to manage a variety of commencement-related activities including **Verify Name Spelling** – how your name will appear in the College Commencement Program.

Click on Verify Name Spelling to view your name.



Step 2 – Following the instructions provided, review your name.

- If it is correct as listed, no additional action needs to be taken.
- If the case format is incorrect (such as "De La Cruz" instead of "de la Cruz" or "Mcdonald" instead of "McDonald"), or you would instead like your UCLA preferred name reflected in the College Commencement Program, send to the College Commencement Office via the <u>Message Center Name Verification</u> queue.
- If your legal name has changed or is misspelled, file a <u>name change form</u> in person at the Registrar's Office (1113 Murphy Hall). Visit the <u>Legal Name</u> <u>Change</u> page for complete details.

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erify Name	Spelling	
commencement menu	Please review the information below. Your current UCLA legal name will appear on your diploma in upper case and in the College Commencement Program formatted exactly as listed below in upper and lower case. If your legal name has changed or is misspelled, file a name change form in person at the Registrar's Office. If the case format below is	Need Help?
	Changed on is index in the change form in person at the registrary of the in the case format before incorrect (such as "De La Cruz" instead of "de la Cruz" or "McConald"), or if "McConald"), or if you would instead like your UCLA preferred name reflected in the College Commencement Program, send a request to the College Commencement Office via Message Center.	Please review the University Commencement & web site for gener information pertaining to Commencement weekend. For information regarding the College
	Joseph Murphy Bruin	of Letters and Science Commencement events, please visit the College Commencement@ web site. If you have additional questions,
	The information above (degree type, honors designations, etc.) is not final and is contingent on completion of all requirements by graduation.	contact the College Commencement Office at commencement@college.ucla.edu.

• If you see the following message, you <u>must review and/or update</u> your <u>Privacy</u> <u>Options</u>:

Due to your Public Information Release selections and/or FERPA Restriction, your name is not currently scheduled to be published in the Commencement Program. To view these restrictions and instructions on changing them, visit your <u>Privacy Options</u> page. Any changes must be processed before date TBD

(Continued on next page)

Step 3 – Privacy Options (see screenshots on the next page)

For your name to be published in the College Commencement Program, the following options must be selected:

- All Public Information Privacy Option = Release
- FERPA Restriction Status = Not Selected

To edit the All Public Information Privacy Option,

- Click on the Edit button in the right-hand column;
- Select Release; and
- Then click Save.

The FERPA Restriction can only be applied or removed, in person, at the Registrar's Office (1113 Murphy Hall).

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When you apply this option no information about you, including your name, phone numbers, or official e-mail address, will be released to the public, appear in the campus directory, or appear in commencement publications. For additional information regarding privacy options please refer to Learn About Your Privacy Options.							
FERPA Restriction Status		Not Selected					

COLLEGE COMMENCEMENT – PHASE I NAME VERIFICATION

RIVACY O	PTIONS								
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All Public Information Priv When you apply the information about you, phone numbers, or off will be released to the	nis option no , including your name, ficial e-mail address,	Release			/ Edit				
	ppear in cations.		FERPA Restriction Option Info X The FERPA Restriction option Info The FERPA Restriction is the most severe of all the privacy options and overrides all other privacy options. It restricts the release of all public information. The FERPA Restriction prohibits publication of the students name or any information about the student in the UCL C Ampus Directory and in commencement publications. The FERPA Restriction prohibits University staff from making any statement that implies that the person with the FERPA Restriction is a student. If an inquiry is received University staff will state: We have no information available for this person. No information will be given over the phone even if the student is the caller. The FERPA Restriction can only be						

Step 4 – Adjustment of Privacy Settings after Commencement Program Publication

If you have changed your Privacy Options to allow your name to be published in the Commencement Program, you must consider which privacy settings you would prefer to have in place after Commencement. On date TBD, please repeat Step 3 above to make any changes necessary.