

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

To review, and if needed update, your Privacy Options



**Step 1 –**

Access the [MyUCLA Commencement – Student](#) 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.

**UCLA MyUCLA** MY FEATURES | CLASSES | ACADEMICS | FINANCES AND JOBS | CAMPUS LIFE | OTHER STUDENT SERVICES

## Commencement - Student

### Letters and Science Commencement

**Before Wednesday, February 26**

Verify your eligibility to participate in Commencement [↗](#)  
In order to be eligible to order tickets for (or participate in) any of the graduation events scheduled for commencement weekend you must meet one of the following conditions:

- Be a graduate from Fall or Winter 2009
- Have declared candidacy for Spring 2009 (the deadline to declare without penalty is Thursday, April 10, 2009), or for Summer 2009 (the deadline to declare without penalty is Thursday, April 24, 2009)\*

\* If you have already declared candidacy, your Degree Progress Report will list your degree expected term. Not sure if you've declared candidacy or not? Verify your candidacy status through URSA online or by checking your current DPR before making any changes.

**Beginning Wednesday, February 26 4:00 PM return to this page**

Important news for 2009 - preferences for the time of the College Ceremony will be collected before ticket ordering begins. Please refer to the College Commencement Website [↗](#) for detailed information.

**Beginning Friday, May 1 return to this page**

Place Commencement Orders online from Friday, May 1 4:00 PM to Friday, May 15 Noon

- **Student Ticket** for the official College Commencement. The official college Commencement will be held on Friday, June 12 Midnight (start of day).
- **Guest Tickets** for the official College Commencement (please order your student ticket before ordering guest tickets).
- **RSVP** for your departmental graduation(s). Departmental Graduations will be held on Saturday, June 13 Midnight (start of day) and Sunday, June 14 Midnight (start of day). See the [Official Schedule of all events](#) [↗](#) for more information about the location and start time of your event.
- **Guest Tickets** for your departmental graduation(s). You may attend more than one departmental graduation if you have majors and minors associated with more than one event. Check with the department for guidelines about participation.
- **Pre-paid parking permits:** Cars without a valid UCLA parking permit will need a separate permit for each day.

#### Action Items

[Verify Name Spelling](#)  
Verify the spelling of your name in the College Commencement Program

**Need Help?** [↗](#)

Please review the University Commencement [↗](#) web site for general information pertaining to Commencement weekend. For information regarding the College of Letters and Science Commencement events, please visit the College Commencement [↗](#) web site. If you have additional questions, contact the College Commencement Office at [commencement@college.ucla.edu](mailto:commencement@college.ucla.edu).

**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 [Message Center – Name Verification](#) queue.
- If your legal name has changed or is misspelled, file a [name change form](#) in person at the Registrar’s Office (1113 Murphy Hall). Visit the [Legal Name Change](#) page for complete details. If the campus is still remote, please contact the Registrar's Office via Message Center.

- If you see the following message, you must review and/or update your [Privacy Options](#):

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 [Privacy Options](#) 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). If the campus is still remote, please contact the Registrar's Office via Message Center.

The screenshot displays the MyUCLA interface for managing privacy options. At the top, the UCLA MyUCLA logo is on the left, and a navigation menu includes MY FEATURES, FACULTY, CLASSES, ACADEMICS, STAFF, FINANCES AND JOBS, CAMPUS LIFE, and OTHER STUDENT SERVICES. The main heading is 'PRIVACY OPTIONS', with sub-tabs for Official Email/Address/Phone, Emergency Contact, Privacy Options, Third Party Access, and Race/Ethnicity Info. A table lists the following options:

Option Type	Status	Actions
Phone Privacy Options ⓘ	Primary Phone: Do Not Release Home Phone: Do Not Release	<a href="#">Edit</a>
Official E-mail Address Privacy Option ⓘ	Release	<a href="#">Edit</a>
All Public Information Privacy Option ⓘ	Release	<a href="#">Edit</a>
FERPA Restriction Status ⓘ	Not Selected	

The 'All Public Information Privacy Option' row is highlighted with a red border and contains a warning message:

**⚠ 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.

On the right side, a 'NEED HELP?' sidebar provides contact information for the Information Technology Services office, including a phone number (310) 825-8000, option 2, and a link to send feedback. It also includes links for Enrollment Home and Information Technology Services.

## PRIVACY OPTIONS

Option Type	Status	Actions
Phone Privacy Options ⓘ	Primary Phone: Do Not Release Home Phone: Do Not Release	<a href="#">Edit</a>
Official E-mail Address Privacy Option ⓘ	Release	<a href="#">Edit</a>
All Public Information Privacy Option ⓘ	Do Not Release	<a href="#">Edit</a>

**NEED HELP?**

If you need additional assistance, you may choose to contact the Information Technology Services office by:

- Phone: (310) 825-8000, option 2
- Send Feedback

Enrollment Home  
Information Technology Services ↗

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FERPA Restriction Status ⓘ

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Official E-mail Address Privacy Option ⓘ	Release	<a href="#">Edit</a>
All Public Information Privacy Option ⓘ	<input checked="" type="radio"/> Release <input type="radio"/> Do Not Release	<a href="#">Save</a> <a href="#">Cancel</a>

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FERPA Restriction Status ⓘ

**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 student's name or any information about the student in the UCLA Campus 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 applied or removed, in person, at the Registrar's Office (1113 Murphy Hall).

[Ok](#)

**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.