File for Diploma trouble shooting guide

File Diploma Request

Diploma Name
Joe Student

Requested Diploma Name
Joseph Student

This student has already requested a name change. To request another name change the student should contact: The Diploma Office calawren@syr.edu

If approved the Requested Diploma Name will display on the diploma.

This request is currently under review by the diploma office. Upon completion of the review process either **Approved** or **Denied** will be displayed in the Diploma Name Request Status field.

Diploma Name Request Status	Request Date	Status Date
Review Pending	07/20/2007	07/20/2007

Your diploma will be mailed to this address

3366 Test Road
Testville
Pennsylvania 18038

To change the diploma delivery address, the student will use the View/Update Addresses link in the Personal Services pagelet in MySlice.

Select an Academic Program

Career Undergraduate

Program Arts and Sciences

Major Mathematics

Degree Bachelor of Arts

Program, **Major** and **Degree** changes must be processed through the **ACADEMICS SERVICES OFFICE*** of the school/college conferring the degree.

Degree Checkout Status	Applied
Expected Graduation Term	Summer 2007
Expected Graduation Month	June

Changes to the expected grad term may be completed by using the ** File for Diploma link in MySlice.

Career Undergraduate

Program Engineering & Computer Science

Major Aerospace Engineering

Degree BS Aerospace Engineering

Degree Checkout Status	Applied
Expected Graduation Term	Fall 2007

* Graduate students must contact their department to make changes to their Program, Major and Degree information.

** Law Students must contact the College of Law Registrar to change their expected grad term