

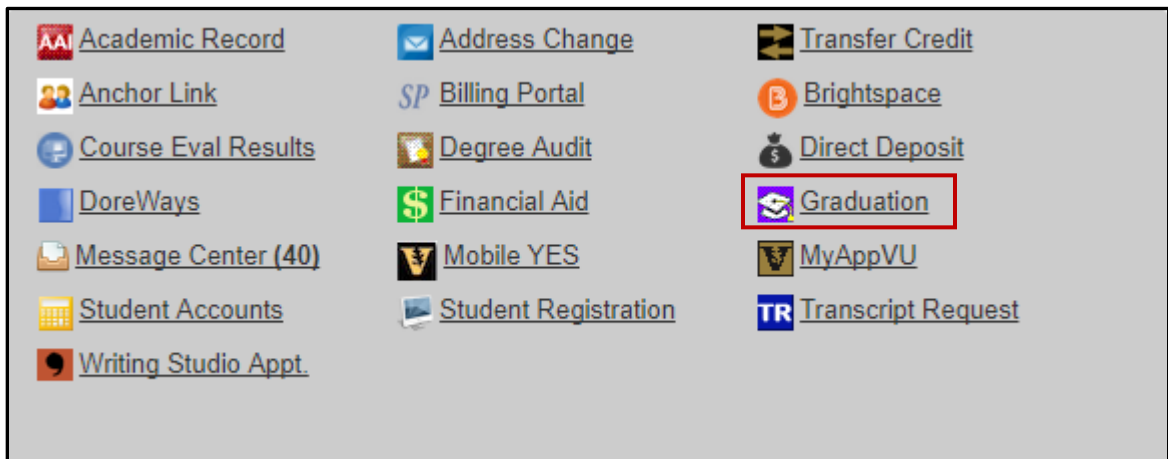


## YES User Guide

### *Graduation Confirmation Form*

Please follow the instructions below to ensure that the information listed on your diploma and in the Commencement program is accurate. It is very important to click the **Save** button after you complete the form before exiting.

1. On the student land page, click **Graduation**.



If you are unable to log in, please report this issue to [grad\\_registrar@vanderbilt.edu](mailto:grad_registrar@vanderbilt.edu).

2. Verify your phone number and Vanderbilt email address. You may update your phone number via the Address Change application if necessary.
3. Click **Next**.

## Full Legal Name

If you want to make changes to your name and how it will show on your diploma and in the Commencement program, you may make these changes here.

Enter changes in boxes below

*Please note that a substantive change to your Diploma Name may require documentation and you will be contacted if needed.*

**Last Name:**

A

**First Name:**

A

**Middle Name:**

A

**Suffix:**

A

**Full Legal Name:**

**Diploma Name:**


A

**Name Pronunciation:** [Launch NameCoach](#)

[If having NameCoach issues, click here](#)

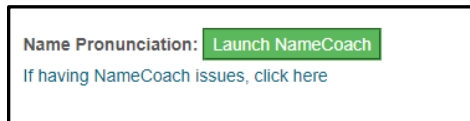
- If you are making changes to your full legal name, you must complete a Name Change form and submit it along with any required documentation to the Office of the University Registrar. Except in cases of data entry error, forms must be accompanied by legal documentation (i.e., marriage license, birth certificate, or court order) to support the change. International students may supply a copy of their passport.
  - Hand-deliver: 110 21st Avenue South, Suite 110
  - Email: [grad\\_registrar@vanderbilt.edu](mailto:grad_registrar@vanderbilt.edu)
  - Mail: Office of the University Registrar  
PMB 407701  
Nashville, TN 37240-7701

## Diploma Name

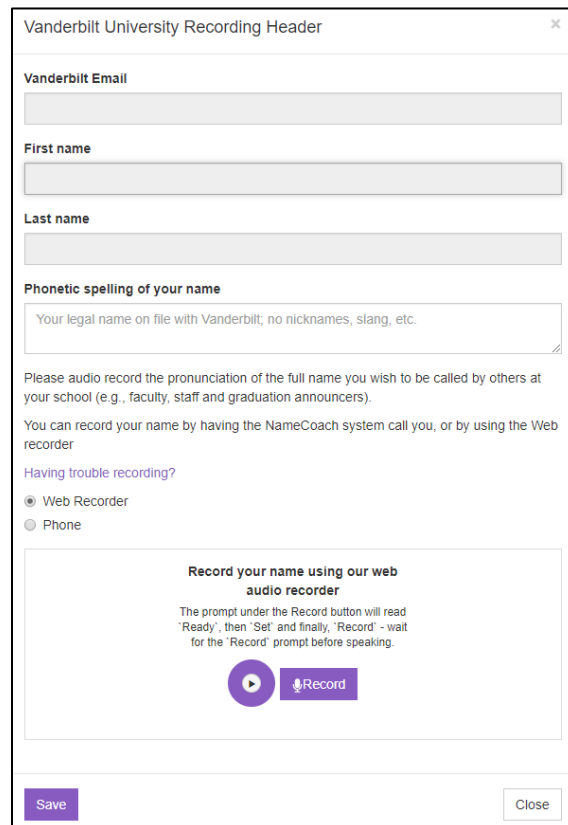
- Your name and how it appears on your diploma does have some flexibility.
  - You may initialize your first or middle name.
  - Nicknames are not permitted.
  - If you would like your name modified, please indicate this in the diploma name field. We will contact you if your request falls outside acceptable guidelines.
- You may insert accent marks by clicking on the accent mark box. 

## Name Pronunciation

- Click on **Launch NameCoach** to record.



A new screen will open where you can type the phonetic spelling of your name and also record the pronunciation of your name. Click **Save** when complete.



Vanderbilt University Recording Header

Vanderbilt Email

First name

Last name

Phonetic spelling of your name

Your legal name on file with Vanderbilt; no nicknames, slang, etc.

Please audio record the pronunciation of the full name you wish to be called by others at your school (e.g., faculty, staff and graduation announcers).

You can record your name by having the NameCoach system call you, or by using the Web recorder


Having trouble recording?

Web Recorder

Phone

**Record your name using our web audio recorder**

The prompt under the Record button will read 'Ready', then 'Set' and finally, 'Record' - wait for the 'Record' prompt before speaking.

 **Record**

**Save** Close

## Address Updates

On this screen you can make the following changes to your address:

- **Ceremony Information:** Address to mail information regarding the Commencement ceremony.
- **Diploma:** Address to mail your diploma (if you do not attend the ceremony).

Click **Next**.

## Home Country/ Home City / Home State

- Review/update the Home Country, Home City, and Home State listed. This information will be listed in the Commencement program.

Click **Next**.

## Degree Information

- Indicate whether you are planning to attend the Commencement ceremony for this degree.
- Make sure all degree, major, and/or minor declarations are correct. If not, contact your Office of Academic Services.
- College Honors / Honor Societies / Departmental Honors
  - If your school offers College Honors, you may use this section to report the College Honors you are hoping to receive. Departmental Honors and Honors Societies will display as reported to the Office of the University Registrar by your school.

Click **Save**.

## If you are earning a Ph.D.:

**Hooping Information:** You may enter up to two hooders for the Ph.D. Hooping ceremony. Select whether your hooder is an affiliate or Vanderbilt employee. Enter the hooder's name and email address.

**Dissertation/Thesis/Capstone Project Title:** Verify your dissertation title and report any discrepancies to [grad\\_registrar@vanderbilt.edu](mailto:grad_registrar@vanderbilt.edu).

Click **Save**.

**Please contact the YES Help Line at [yes@vanderbilt.edu](mailto:yes@vanderbilt.edu) or 615-343-4306 if you have questions or need additional assistance.**