



Office of the Registrar
408-554-4331
AcademicRecords@scu.edu

Congratulations!

You are nearing the end of your academic career here at Santa Clara University. One step of the process is submitting your diploma name and diploma address.

Diploma Name

1. Make sure to type your diploma name ***EXACTLY*** as you would like it to appear on your diploma and in the Commencement program. (The Office of the Registrar reserves the right to make changes as they deem necessary. You will be contacted if your name needs to be updated.)
2. Below are the guidelines for diploma names:
 - a) Prefixes are not allowed. It will not be listed in your diploma.
 - b) Suffixes must be generational (e.g. Jr., Sr., II, III, etc)
 - c) Names cannot be printed in all capitals. Please use standard casing (i.e. Bucky Bronco, Billy McBronco, etc)
3. You can always update your diploma name until the end of each term.
4. If you do not submit your diploma name, your legal name will be used in its place.

Diploma Address

1. If you have a foreign address, please update your diploma address in English and avoid foreign characters.
2. Diplomas are mailed approximately 3-4 months after the end of the term in which you graduate. **Make sure the address listed will be valid at that time.**
3. You will always be able to update your diploma address.
4. If you update your address more than 4 weeks after the end of the quarter, please contact AcademicRecords@scu.edu to see if diplomas have been mailed.
5. If you do not submit your diploma address, your primary address will be used in its place. Continue below for directions on submitting your diploma name and address.

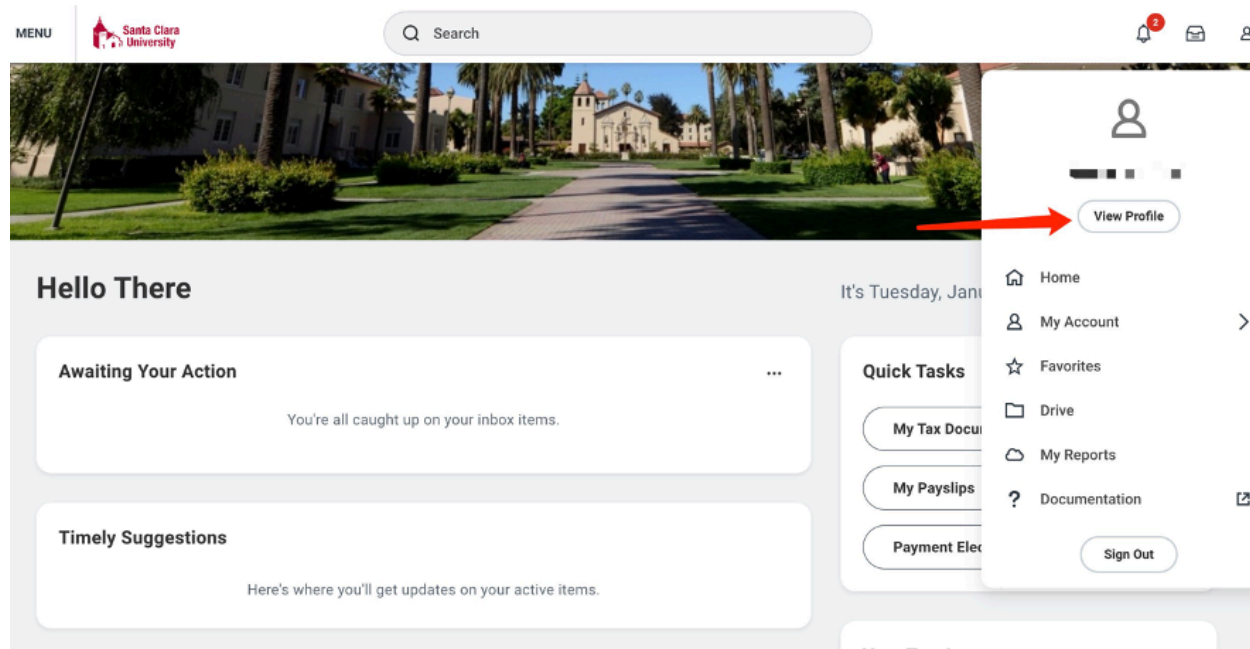
Continue below for directions on submitting your diploma name and address.



Office of the Registrar
408-554-4331
AcademicRecords@scu.edu

Below are the steps to submit your diploma name and address:

1. Log in to Workday.
2. Click on "View Profile".





Office of the Registrar
408-554-4331
AcademicRecords@scu.edu

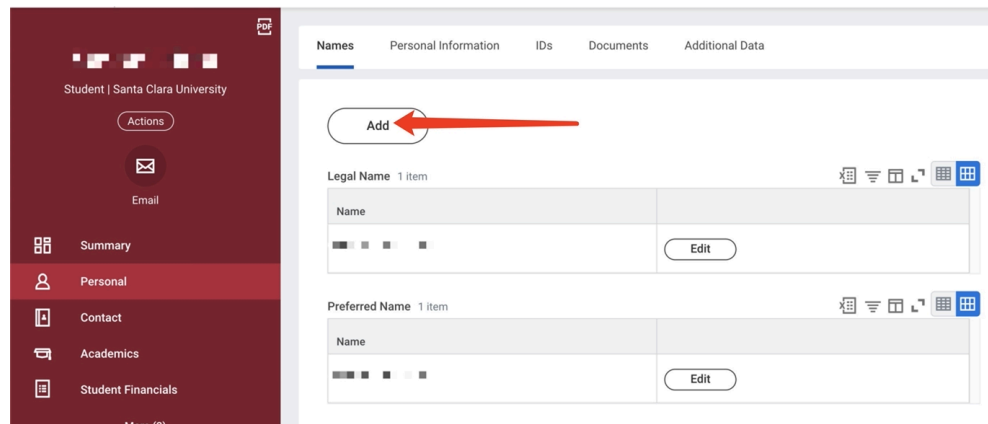
3. On the left-hand menu, click on the "Personal" tab. Then click on the "Names" tag.

The screenshot displays the Registrar's student portal. On the left is a dark red sidebar menu with the following items: "Actions", "Email", "Summary", "Personal" (highlighted with a red arrow), "Contact", "Academics", "Student Financials", and "More (2)". The main content area is titled "Names" and has a sub-menu with "Personal Information", "IDs", "Documents", and "Additional Data". The "Names" sub-menu is highlighted with a red arrow. Below the sub-menu is an "Add" button. The main content area shows two sections: "Legal Name 1 item" and "Preferred Name 1 item". Each section contains a "Name" field with a masked input (represented by black squares) and an "Edit" button. The "Personal" tab in the sidebar and the "Names" tag in the sub-menu are both indicated by red arrows.



Office of the Registrar
408-554-4331
AcademicRecords@scu.edu

4. Then click on the “Add” button.



5. Fill in the following fields and then click “OK”. You will always be able to update your diploma name by the end of each term.

- A. Name Type: **Must be set to “Diploma”**.
- B. Prefix: **Left blank**. A prefix will not be listed on your diploma. Please leave it blank.
- C. First Name, Middle Name, and Last Name: Enter your name **EXACTLY** as you would like it to appear on your diploma and the Commencement program. *Please avoid using any abbreviations, parentheses, or quotations when entering your name.*
- D. Suffix: Only Generational Suffixes (Jr., Sr., The First, The Second, etc) are allowed for the Diploma name.



Office of the Registrar
408-554-4331
AcademicRecords@scu.edu

Add Additional Name

Name

Name Type ← **A**

Country *

Prefix ← **B**
leave it empty

First Name *

Middle Name ← **C**

Last Name * ← **C**

Suffix ← **D**



Office of the Registrar
408-554-4331
AcademicRecords@scu.edu

6. On the left-hand menu, click on "Contact". Then click on the "Contact" tag.

The screenshot shows the Santa Clara University student portal. On the left, a dark red sidebar menu contains several options: Summary, Personal, Contact (highlighted with a red arrow), Academics, Student Financials, History, and Action Items and Holds. The main content area is titled "Contact" and "Friends and Family". It features an "Edit" button and a section for "Home Contact Information" with a table of addresses. Below this is a section for "Phones" with one item listed. The table for addresses has the following data:

Address	Usage	Visibility	Shared With	Effective Date
[Redacted]	Home (Primary) Mailing	Private		11/01/2020
[Redacted]	Home Permanent	Private		11/01/2020



Office of the Registrar
408-554-4331
AcademicRecords@scu.edu

7. Click on "Edit".

The screenshot shows the Santa Clara University Registrar system interface. On the left is a dark red sidebar menu with options: Summary, Personal, Contact (highlighted), Academics, Student Financials, History, and Action Items and Holds. The main content area shows the 'Contact' page for 'Friends and Family'. At the top of this page is an 'Edit' button, which is circled in white and pointed to by a red arrow. Below the 'Edit' button is the 'Home Contact Information' section, which includes a table for 'Addresses' and a section for 'Phones'.

Student | Santa Clara University

Actions

Email

Summary

Personal

Contact

Academics

Student Financials

History

Action Items and Holds

Search

Contact Friends and Family

Edit

Home Contact Information

Addresses 2 items

Address	Usage	Visibility	Shared With	Effective Date
[Redacted]	Home (Primary) Mailing	Private		11/01/2020
[Redacted]	Home Permanent	Private		11/01/2020

Phones 1 item

Phone Number	Device	Usage	Visibility	Shared With
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]



Office of the Registrar
408-554-4331
AcademicRecords@scu.edu

8. Click on “Add”

Change Home Contact Information

Address

Primary Yes added ✕ ✎

Address

Usage

Visibility

Private

Add

9. Enter the information. For “Usage”, choose “Diploma”. Then click “Submit” on the bottom left corner. **Please Note: Your diploma will be mailed 3-4 months after the end of the term in which you graduate. Make sure the address listed will be valid at that time.**

Effective Date: Keep it as the default date, as today’s date.

*Please only fill out the information for Address Line 1, Address Line 2, City, State, Country, and Postal Code. All other fields will not be displayed in your diploma address.



Office of the Registrar
408-554-4331
AcademicRecords@scu.edu

Address ↶ ✓

500 El Camino Real, Santa Clara, CA

Effective Date

06/02/2023 📅 **Keep it as default date, today's date**

Primary

Country * ✕ United States of America ☰

Address Line 1 *

Address Line 2

City *

State * ✕ California ☰



Office of the Registrar
408-554-4331
AcademicRecords@scu.edu

Postal Code *

County

Usage

× Diploma

Visibility *

Private

Choose "diploma" in Usage

10. Click Submit

Add

Email

Primary
Yes

Email Address *
robbymoragrega@scu.edu

Submit Save for Later Cancel



Office of the Registrar
408-554-4331
AcademicRecords@scu.edu

11. If you go back to your profile's contact page, the diploma usage address should be updated, and it will show there.

Contact Friends and Family

Edit

Home Contact Information

Addresses 2 items

Address	Usage	Visibility	Shared With	Effective Date
[Redacted]	Home (Primary) Mailing	Private		[Redacted]
[Redacted]	Home Diploma	Private		[Redacted]

You have now completed your diploma name and address!