



Office of the Registrar  
408-554-4331  
[AcademicRecords@scu.edu](mailto: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](mailto: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.

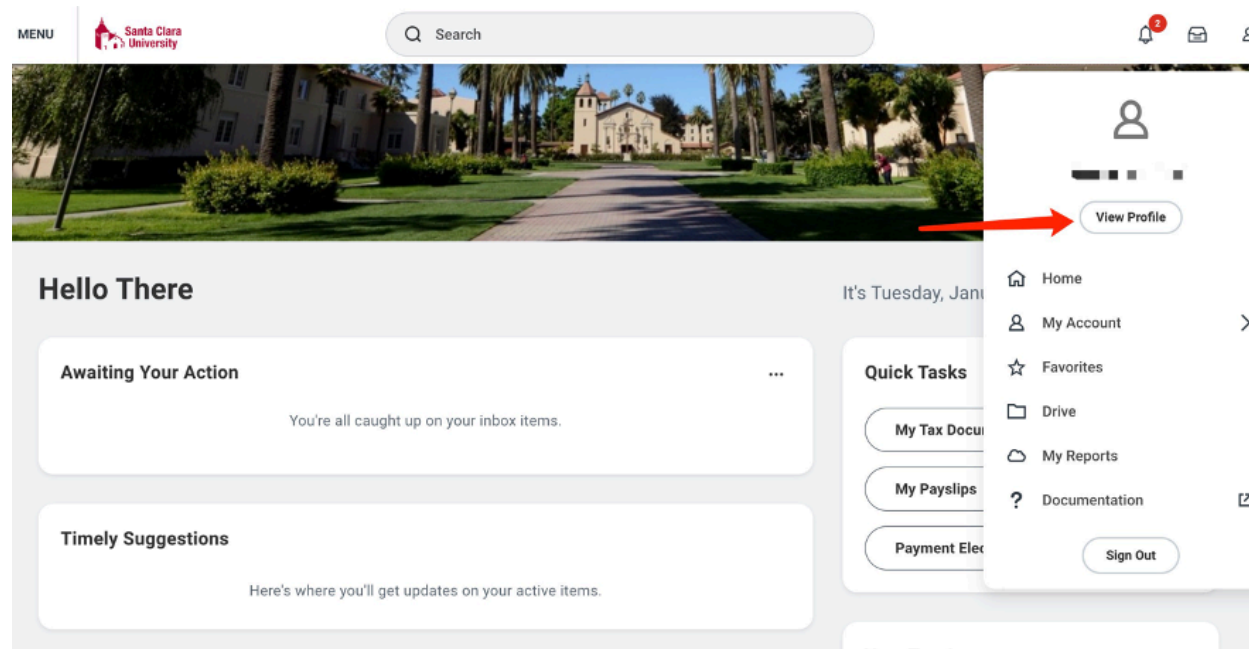
Continue below for directions on submitting your diploma name and address.



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

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





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### Updating Diploma Name

3. On the left-hand menu, click on “Personal”. Then click on the “Names” tab.

The screenshot shows the Registrar system interface. On the left, a dark red sidebar menu has the 'Personal' option highlighted with a red arrow. The main content area has a top navigation bar with tabs: 'Names', 'Personal Information', 'IDs', 'Documents', and 'Additional Data'. The 'Names' tab is selected, and an 'Add' button is located at the top of this section. Below the 'Add' button, there are two sections: 'Legal Name 1 item' and 'Preferred Name 1 item'. Each section contains a table with a 'Name' column and an 'Edit' button. A red arrow points to the 'Add' button.

4. Then click on the “Add” button.

This screenshot is similar to the previous one, but the 'Add' button in the 'Names' section is now highlighted with a red arrow, indicating the next step in the process.



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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.

The screenshot shows a web form titled "Add Additional Name". It contains several input fields with red arrows and labels A through D pointing to them:

- A** points to the "Name Type" dropdown menu, which is currently set to "Diploma".
- B** points to the "Prefix" text input field, which is empty. A red arrow also points to this field with the text "leave it empty".
- C** points to the "First Name", "Middle Name", and "Last Name" text input fields. The "First Name" field contains "Bucky", the "Middle Name" field contains "SCU", and the "Last Name" field contains "Bronco".
- D** points to the "Suffix" dropdown menu, which is currently set to "Jr.".

At the bottom of the form are two buttons: "OK" and "Cancel".



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## Updating Diploma Address

6. On the left-hand menu, click on “Contact”. Then click on the “Contact” tab.

The screenshot shows the Santa Clara University student portal. The left-hand menu is expanded, and the 'Contact' option is highlighted with a red arrow. The main content area shows the 'Contact' tab selected, with an 'Edit' button. Below this is the 'Home Contact Information' section, which includes a table of addresses. The table has columns for Address, Usage, Visibility, Shared With, and Effective Date. There are two rows of address information.

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



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7. Click on “Edit”.

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
	Home (Primary) Mailing	Private		11/01/2020
	Home Permanent	Private		11/01/2020

Phones 1 item

8. Click on “Add”

Change Home Contact Information

Address

Primary

Yes added

Address

Usage

Visibility

Private

Add





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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 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.

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 \*

500 El Camino Real

Address Line 2

City \*

Santa Clara

State \*

California



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Postal Code \*

County

Usage

× Diploma

Choose "diploma" in Usage

Visibility \*

Private

10. Click Submit

Add

Email

Primary  
Yes

Email Address \*  
robbymonagrega@scu.edu

Submit Save for Later Cancel





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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]



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### Updating Personal Email Address and Mobile Number

12. Before your paper diploma is mailed out via USPS, you will receive an **email** and **text notification** with instructions to claim your **digital diploma**. To ensure you receive these notifications, please add your **personal email address** and **mobile phone number** to your Workday account.

***Note:** Your SCU email account will be deactivated 90 days after graduation. Please make sure to provide a personal email address you will continue to use so you can access your diploma credentials.*

On the left-hand menu, click on “Contact”. Then click on the “Contact” tab.

The screenshot shows the Workday portal interface for a student at Santa Clara University. The left-hand navigation menu is open, and the 'Contact' option is highlighted with a red arrow. The main content area displays the 'Contact' tab, which includes an 'Edit' button and a table of 'Home Contact Information'. The table has columns for Address, Usage, Visibility, Shared With, and Effective Date. There are two rows of contact information listed.

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



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**Contact** Friends and Family

**Edit**

**Home Contact Information**

Addresses 2 items

Include a mobile number for text notifications.

**Phone**

Primary Yes

Phone

Visibility Private

**Add**



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Enter a personal email address.

Email

Primary

Yes

Email Address \*

Visibility

Private

Add

**You have now completed your diploma name and address!**