



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 will always be able to update your diploma name by 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. 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.**
2. You will always be able to update your diploma address.
3. 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.
4. If you do not submit your diploma address, your permanent address will be used in its place. Continue below for directions on submitting your diploma name and address.

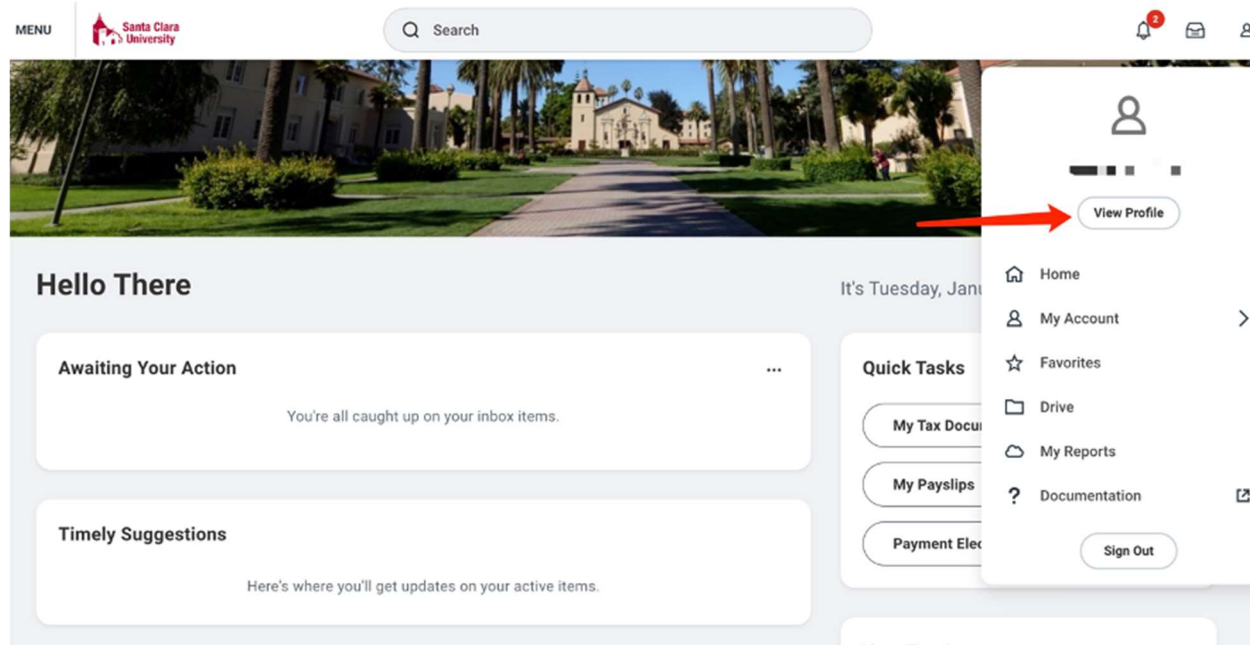
Continue below for directions on submitting your diploma name and address.



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

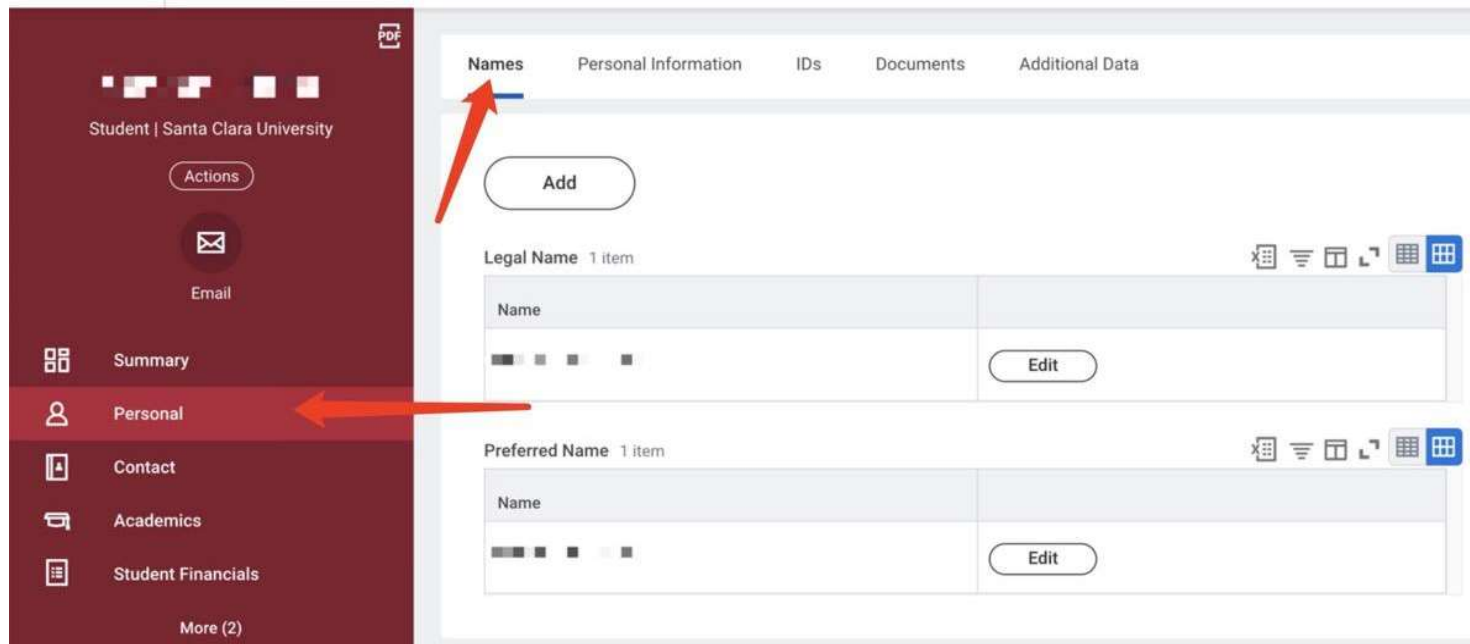
1. Log in to Workday.
2. Click on "View Profile".





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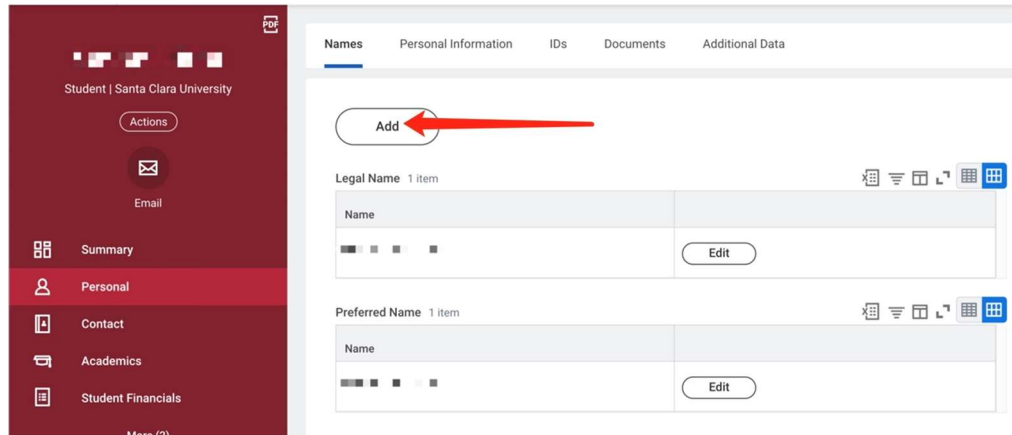
3. On the left-hand menu, click on the "Personal" tab. Then click on the "Names" tag.





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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.
- D. Suffix: Only Generational Suffixes (Junior, Senior, The First, The Second, etc) are allowed for the Diploma name.



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Add Additional Name

Name

Name Type ← **A**

Country *

Prefix ← **B**
leave it empty

First Name *

Middle Name ← **C**

Last Name * ← **C**

Suffix ← **D**



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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 is a dark red navigation menu with options: Summary, Personal, Contact (highlighted with a red arrow), Academics, Student Financials, History, and Action Items and Holds. The main content area shows the 'Contact' page for 'Friends and Family'. At the top, there is a search bar and navigation icons. Below the 'Contact' header is an 'Edit' button. The 'Home Contact Information' section contains a table of addresses. A red arrow points to the 'Contact' menu item, and another red arrow points to the 'Contact' tag in the page header.

| 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".

The screenshot shows the Santa Clara University Registrar 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 is titled 'Contact' and 'Friends and Family'. At the top of this area is an 'Edit' button, which is highlighted with a red arrow. Below the 'Edit' button is the 'Home Contact Information' section, which contains a table of addresses. The table has columns for Address, Usage, Visibility, Shared With, and Effective Date. There are two rows of address information. Below the addresses is a 'Phones' section with one item.

| 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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8. Click on “Add”

The screenshot shows a web form titled "Change Home Contact Information". The form is divided into several sections: "Address", "Primary", "Address", "Usage", and "Visibility". The "Primary" section has a radio button selected for "Yes added". The "Address" section contains a blurred text field. The "Usage" section has a dropdown menu. The "Visibility" section is set to "Private". At the bottom of the form, there is a rounded rectangular button labeled "Add", which is highlighted with a red arrow pointing to it from the left.

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.



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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 ☰



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Postal Code *

County

Usage

× Diploma

Visibility *

Private

Choose "diploma" in Usage

10. Click Submit

Email

Primary

Yes

Email Address *
notbyemail@scu.edu



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11. If you go back to your profile's contact page, the diploma usage address 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!