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
   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 are only allowed to submit your diploma name ONCE.**
4. If you need to change or update your diploma name after it has been submitted, please email AcademicRecords@scu.edu.
5. If you do not submit your diploma name, your primary name will be used in its place.

Diploma Address
1. Diplomas are mailed approximately 8-12 weeks after the end of the quarter 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.
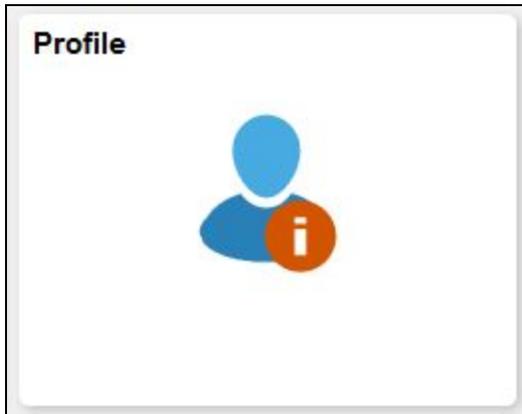
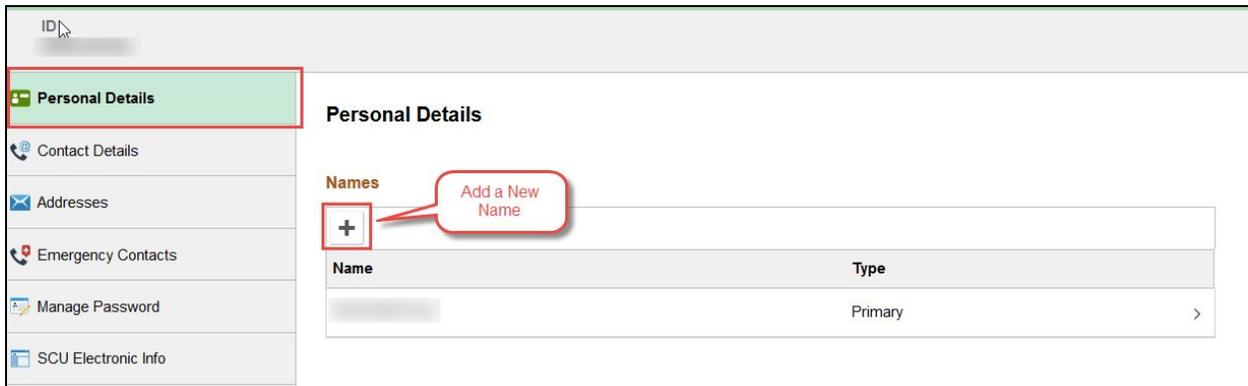Continue below for directions on submitting your diploma name and address.

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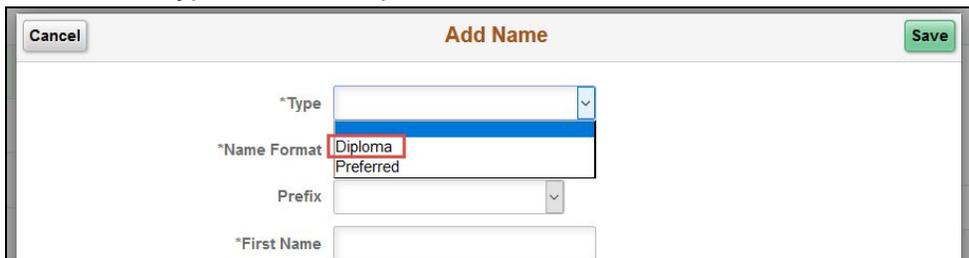Below are the steps to submit your diploma name and address:

1. Log in to eCampus (www.scu.edu/ecampus)
2. Click on the "Profile" tile

Profile

3. On the left-hand menu click on the "Personal Details" tab. Click the "+" to add a new name.

Personal Details	**Personal Details**
Contact Details	
Addresses	**Names** Add a New Name
Emergency Contacts	**+**
Manage Password	**Name** **Type**
SCU Electronic Info	Primary >

4. For "Type" choose "Diploma".

Cancel	**Add Name**	Save
	*Type	
	*Name Format Diploma	
	Preferred	
	Prefix	
	*First Name	

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5. Continue to fill in the following fields and then click "Save" in the upper right hand corner. **You are only allowed to submit your diploma name ONCE**.

   a. Name Format: **Must be set to English** or you will not be able to save the name. You will still be able to submit letters with accents. If you have issues with accents, please contact AcademicRecords@scu.edu.

   b. Prefix: **Must be left blank.** A prefix is not allowed for the diploma name. Please leave this blank or you will not be able to save the name.

   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. If you choose another suffix, you will not be able to save the name.

6. Please Note: When you return to the "Personal Details" page, your middle name and suffix will not appear. Only your first and last name will appear.

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7. On the left-hand menu, click on "Addresses"
8. Scroll down until you see "Diploma Address". Click on "Add Diploma Address".

Diploma Address

No address defined

Add Diploma Address

9. If you'd like to use an address already listed in your account, please click "Copy From". Otherwise, enter the information and click save. **Please Note: Your diploma will be mailed 8-12 weeks after the end of the quarter in which you graduate. Make sure the address listed will be valid at that time.**

Cancel	**Add Address**	Save

Type Diploma

From 07/12/2018   Copy From

*Country United States

ID 00001301253

*Address 1 500 El Camino Real

Address 2

Address 3

City Santa Clara

State CA

Postal 95053

County

You have now completed your diploma name and address!

Last Updated: 7/12/2018
Updated by: BLF