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. 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 permanent address will be used in its place. Continue below for directions on submitting your diploma name and address.
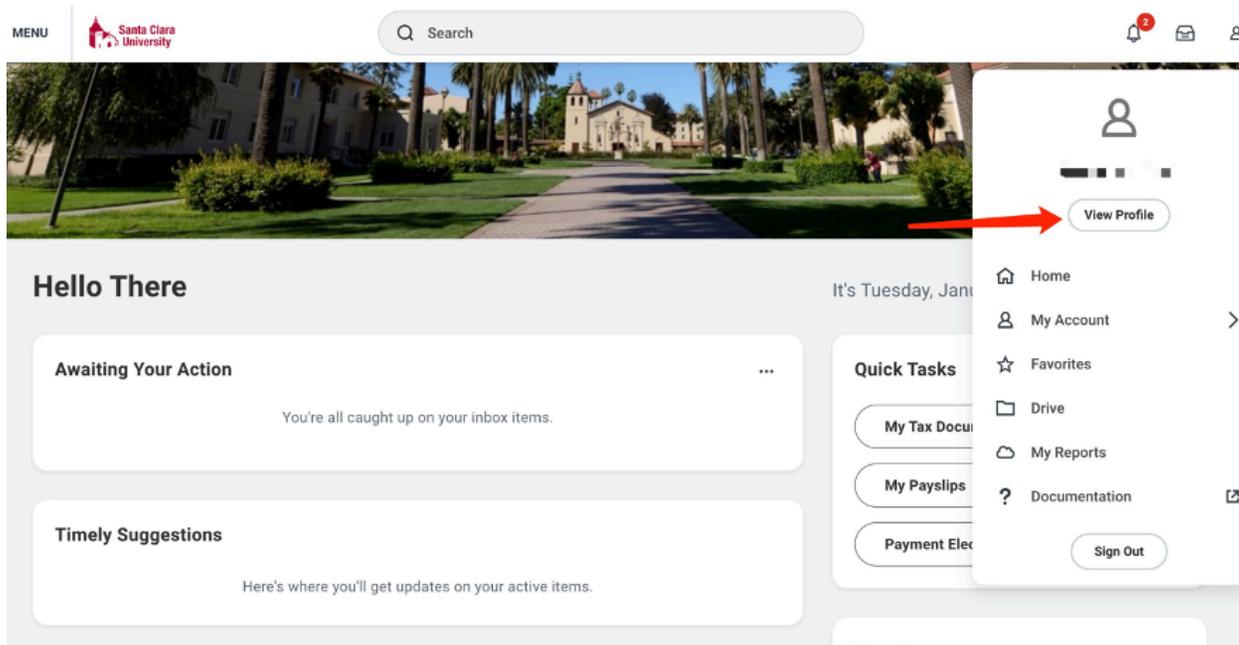
Continue below for directions on submitting your diploma name and address.

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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".

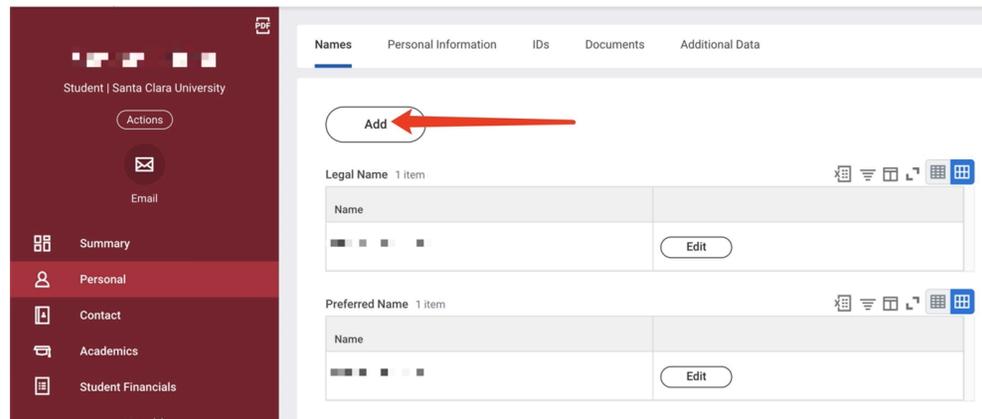Office of the Registrar
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3. On the left-hand menu, click on the "Personal" tab. Then click on the "Names" tag.

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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. <u>Name Type</u>: **Must be set to "Diploma"**.

   B. <u>Prefix</u>: **Left blank**. A prefix will not be listed on your diploma. Please leave it blank.

   C. <u>First Name, Middle Name, and Last Name</u>: Enter your name ***EXACTLY*** as you would like it to appear on your diploma and the Commencement program. *Please avoid using any abbreviations, parenthesis, quotations when entering your name.*

   D. <u>Suffix</u>: Only Generational Suffixes (Jr., Sr., The First, The Second, etc) are allowed for the Diploma name.

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Add Additional Name

Name

Name Type	✕ Diploma	A
Country *	✕ United States of America	
Prefix		B leave it empty
First Name *	Bucky	
Middle Name	SCU	C
Last Name *	Bronco	
Suffix	✕ Jr.	D

OK   Cancel

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

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7. Click on "Edit".

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8. Click on "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.

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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 *

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
robbymorogroda

Submit   Save for Later   Cancel

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

You have now completed your diploma name and address!