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Preferred Name Rollout

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Preferred Name Roll Out

Submitted by: Lisa Abbott

1/14/2020

Question(s):

1. How have students been notified about the preferred name option?

Rationale:

I am so proud that action was taken to give students an option to have their preferred name provided to faculty. I went to day one of classes with the list of preferred names excited by the fact that this had been put together so quickly and seemingly easily. I was sadly disappointed to find most students had no idea that this was an option. The communication with the students has not been very successful. In a senior level capstone course I was joking with students I know quite well that the preferred names on the list from the registers offices were not their actual preferred names. All of them claimed they had no idea that they had that option. Far more seriously, I was contacted by a student in my freshman lecture course, a student for whom this option was specifically created for. The student contacted me after class to apologize for how they responded when I was going through the list for attendance verification. She informed me of her preferred name and self identified as transgender. I know students are not always great about reading the ton of emails sent to them from the university. But I feel that for something as important to individual students as this is a more directed roll out is needed. Do the work beyond a single email. Perhaps contact directly to student organizations that specifically support transgendered students like the GSA; the Office of Multicultural Affairs; Women's, Gender, and Sexuality Studies; the counseling center; FYE classes; the advising center; etc. In addition, share with faculty how to direct students to how to make their preferred name listed, ask the Georgeanne to run an article on the option. The point is there are many ways to roll this out beyond a single email to students. The action of diversity and equity takes work, we need to strive to be better in our approach to these initiatives.

Response:

SEC Response: Approval of RFI.

Response from Cassie Morgan, Registrar

1/24/2020

Good afternoon, Helen.

As you know, the utilization of the preferred name was an initiative submitted by the faculty senate. ITS developed the portal class roster and folio solutions in response. Students who wish to indicate a preferred name have always had the opportunity to do so via the admissions application. The challenge was presenting the submitted names in a way that would allow them to be used by faculty. The automated solution permitting students to update their preferred names was a bonus, and you do have the correct link containing those steps.

Our office was asked to partner in this project given that Banner stores the preferred names. We have not been involved in totality; however, I do recall a collective decision during development regarding notifications. It was decided 1) that the project would have a "soft launch" given the quick turnaround necessary to publish before classes began and 2) that there would be no student announcements / coordinated campaign efforts due to a lack of testing and supplementary inappropriate usage filters. (What is interesting is that approximately 600 students have updated or added a preferred name thus far, even though this feature was not formally promoted.)

Our office learned of a few students that had either accidentally entered a parent's name in the preferred name field or have since decided to use a different preferred name than when they applied. If there are entire rosters or a multitude that are not displaying correctly, then it is a system defect, and we can certainly assist in troubleshooting. Also, if faculty senate and/or administrative leadership decides to move forward with a campaign initiative, we will be glad to help support it in any way we can. Please let me know if you need any further information before your meeting.

Cassie N. Morgan
Registrar
Georgia Southern University
PO Box 8092
Statesboro, GA 30460
Phone 912.478.5421

A .pdf on the Office of Registrar Homepage

file:///C:/Users/hwbland/Downloads/Student%20Preferred%20Name%20(1).pdf

Student Preferred Name

Georgia Southern University recognizes that many of its students use a name other than their legal name. As long as the use of a preferred name is not for misrepresentation, the university acknowledges that a preferred name should be used whenever possible in the course of university business and education.

Therefore, the university will permit any student who wishes to identify themselves within the university's information systems with a preferred name in addition to their legal name. It is further understood that the student's preferred name should be used in university communications and reporting, except where the use of the legal name is necessitated by university business or legal requirement.

This service may be modified, changed, altered, or rescinded at the discretion of Georgia Southern University.

What is a Preferred Name?

A preferred name is a first name (i.e., given name) that may be chosen to be used instead of the legal first name. Students may opt to go by a preferred name that is different from their legal first name. This name will appear instead of the legal name in the student's MyGeorgiaSouthern portal, Folio, and on the faculty's Attendance Verification sheet. Some records, such as paychecks or financial aid data that require the use of a legal name will not change to the preferred name. However, whenever possible, the preferred name will be used.

Campus Use of Preferred Name

In public or semi-public systems where names are visible to other students, instructors, faculty, campus officials, and the general public, the preferred name may only be displayed. Specific examples are the student Folio, and the MyGeorgiaSouthern portal (including portal class roster and attendance verification modules). In systems such as these, it is important to display the preferred name.

The student's full legal name will be displayed in confidential administrative systems used by faculty, staff, and campus officials. Banner Student Forms, WINGS Class Rosters, and Final Grading Rosters are good examples of these types of administrative systems. Preferred name is also not displayed in DegreeWorks, EAB, or other third-party software systems such as those used in Health Services, Housing, Student Affairs, etc.

Frequently Asked Questions

Will my preferred name appear or be used everywhere in university systems?

No. Your preferred name will only be displayed in your MyGeorgiaSouthern portal, Folio, and on the faculty's portal class roster and attendance verification modules. Your legal name will

always be used in business processes that require the use of the legal name, such as for payroll records, student transcripts, and financial aid.

How can I set my preferred name?

Log into the MyGeorgiaSouthern portal and go to the Personal Settings Tile. Then, click on "More Settings," "Update Preferred Name," enter your preferred first name, and click "Save."

May I specify a preferred middle or last name?

No. Preferred name only applies to your first name. If you would like to change your middle or last name on your university record, then you will need to change your legal name.

Can I set my preferred name to whatever I want?

Students may determine and designate a preferred name that they want to be known by in university systems. The University reserves the right to remove a preferred name if it contains inappropriate or offensive language, or is being used for misrepresentation.

Do I have to provide and set a preferred name?

No. Using a preferred name is entirely optional.

When/why will campus departments use my legal name?

Some campus departments interact with and send reports to federal, state, and other government agencies that verify the identity of students using the legal name and other personally identifiable information that prohibits the use of the preferred name.

How do I correct or change my legal name for university systems?

Students who wish to change their legal name must supply supporting legal documentation and complete the Name Change Form online web form or paper form with the Office of the Registrar.

Can I change my login ID to better match my preferred name?

No. This option is not available.

Can I get a new Eagle Card with my preferred name?

No. This option is not available.

Why are employees not included in the use of a preferred name?

This service is student-focused and based on a student role. Employee, as well as student employee names, are maintained in Banner SIS and OneUSG Connect, and legal name is used in this system per USG policy.