

Veterinary Medicine

Standard Operating Procedures

<b>HR.01.01</b>	<b>Preferred &amp; Legal Name Changes for CVM Students, Faculty, and Staff</b>
Owner/Contact Information:	College of Veterinary Medicine, Human Resources, 919-513-6395
Effective Date:	February 18, 2019
Last Revised/Reviewed:	January 25, 2019
Related Policies:	Regulation 11.00.01 – Family Education Rights and Privacy (FERPA): <a href="https://policies.ncsu.edu/regulation/reg-11-00-01/">https://policies.ncsu.edu/regulation/reg-11-00-01/</a> ; University policy, regulation and/or processes and any subsequent changes supersede CVM SOP. However, based on the unique requirements of the DVM program, some deviations from general university policy guidance may occur.

**1. PURPOSE/INTRODUCTION**

This Standard Operating Procedures (SOP) will assist CVM students, faculty, and staff who desire to change their preferred or legal name in the NCSU PeopleSoft or Student Information System at NCSU.

**2. DEFINITIONS**

**SIS** – Student Information Services database; houses NC STATE’s student identity information

**CVM-HR** – College of Veterinary Medicine-Human Resources

**PeopleSoft** – The primary Human Resource Information System used by NC STATE. It encompasses payroll, timekeeping and the electronic employee personnel record.

**CVM IT--** College of Veterinary Medicine IT Team (Computing Resources)

**3. BACKGROUND**

Preferred Name

While a person’s legal name is used by default, NC State University recognizes that, as a community, many of its members use names other than their legal names to identify themselves. As long as the use of this different name is not for misrepresentation, the university acknowledges that a preferred name can and should be used wherever appropriate in the course of university business and education. Students may choose to identify themselves within the university community with preferred first, middle and/or last names that differ from their legal names.

The preferred name will appear instead of the legal name in many university systems and documents as noted below.

Individuals are free to determine the preferred names by which they want to be known within the university community. However, inappropriate use of preferred name by an individual will result in removal of the preferred name from that individual’s record. Inappropriate use includes names that attempt to avoid legal obligation, misrepresent the individual, harass, threaten or are otherwise objectionable. Additionally, as the DVM career is a professional program and preferred names will be in use in professional settings, preferred names that do not meet professional expectations may be removed as well.

## Veterinary Medicine

### Standard Operating Procedures

Preferred names will be used or made available in the following systems and records

- Campus Directory
- NC State Google Apps - Display Name (includes Gmail, Drive/Docs, Google+)
- MyPack Class and Grade Rosters (for students and employees taking courses)
- Learning Technologies (including WolfWare, Moodle, Collaborate, Mediasite)
- Most MyPack Student Center Navigation Pages
- Any systems fed by CVM People

Official/Legal names will continue to be used for official University records, including but not limited to the following:

- Wolfpack One Card
- Legal Documents and Reports Produced by the University
- Student Account Statement (Bills)
- Financial Aid and Scholarship Documents
- Transcripts and Diplomas
- Enrollment Verifications
- Student Employment Documents
- Employment Verifications
- Employment Documents
- Paychecks, W2s, and other Payroll documents
- Benefits Enrollment

#### 4. FAQs

##### 1. What is a preferred name?

- A preferred name is a name that you can designate to be used on certain University-related records or documents in place of your legal name. It is a name that you wish to be known or identified by, and is different from your legal name.

##### 2. How do I set my preferred name?

- For **students**, you can update your [preferred name](#) in MyPack Portal > Student Homepage > Personal Information tile > Select the 'Preferred Name' line > Edit the 'First Name' box > Select 'Save'
- For Student's middle or last name, you can update your middle and/or last name through the Office of Registration and Records. Students should complete the [preferred name change form](#) and send to Registration and Records. Since this form does not require official documentation, it can be faxed, mailed or emailed to [studentservices.ncsu.edu](mailto:studentservices@ncsu.edu).
- For employees, updating your directory listing with a preferred name will carry the preferred name to your Gmail account and other areas listed above. Here is the link to [Update Your Directory Listing \(Faculty/Staff\)](#). You'll need to login with your unity ID to complete the update.

##### 3. What are the guidelines for setting preferred names? Can it be whatever I want?

- You may designate a preferred first name in the MyPack Portal. Updates to your middle and/or last name must be completed in the Office of Registration and Records, 1000 Harris Hall. Generally, you can set a preferred name to any name, but the University reserves the right to delete a preferred name if it is used inappropriately. Inappropriate use includes names that attempt to avoid legal obligation, misrepresent the individual, harass, threaten or are otherwise objectionable.

##### 4. Do I have to provide and set a preferred name?

- No. Using a preferred name is entirely optional.

## Veterinary Medicine

### Standard Operating Procedures

#### 5. Can I delete my preferred name?

- Yes. If you have designated a preferred name and later decide that you would prefer to use your legal name on all student records, go to MyPack Portal > Student Homepage > Personal Information tile > Select the 'Preferred Name' line and select delete option.

#### 6. How do I correct or change my legal name at the University?

- You can change your legal name on University records by completing and submitting the Registration and Records the [Name Change/Marital Status Change Request Form](#). You will need to present official documentation that your name was legally changed.
- Students who have not worked recently for the university, can often change their name by faxing the name change form with copies of legal documentation to Registration and Records; students who have worked recently for the university will likely need to visit Registration and Records in person with the form and copies of legal documentation in tow.

### 5. PROCEDURES

#### 5.1 Change of Preferred Name in NCSU systems

##### 5.1.1 --CVM Students

Students can update their preferred first name in the MyPack Portal under Student Homepage....Personal Information tile.....Select the 'Preferred Name' line.....Edit the 'First Name' box.....Select 'Save'

Students can update their preferred middle and/or last name using the [preferred name change form](#) and delivering to Registration and Records.'

Once changes are entered in SIS, they will cascade to our college CVM People database within 24h and reflect in our CVM WebApps, hospital web applications (VH Apps), and our CVM Website directory listings.

##### 5.1.2 --CVM Faculty/Staff

Employees can update their NCSU directory listing by using a [self-service form](#). You will need to login with your NCSU Unity ID and Password to complete the update. Please note that updating your preferred name via the NCSU Peoplesoft Directory will propagate the preferred name to your Gmail account and other systems which feed from NCSU PS (e.g., Moodle, WolfWare, other GSuite Google apps, etc.)

Once changes are entered in PeopleSoft via the Directory form, they will cascade to our college CVM People database within 24h and reflect in our CVM WebApps, hospital web applications (VH Apps), and our CVM Website directory listings.

#### 5.2 Change of Legal Name in NCSU systems

##### 5.2.1 – CVM Students, Faculty & Staff:

You may change your legal name on University records by completing and submitting the Name Change/Marital Status Change Request Form for the Department of Registration & Records. You will need to provide official documentation that clearly shows your legal name as part of this process. Do not submit any official or legal documentation via less secure mechanisms such as email.

## Veterinary Medicine

### Standard Operating Procedures

Once your legal name changes are approved and entered in PeopleSoft/SIS by NCSU, they will cascade to our college CVM People database within 24h and reflect in our CVM WebApps, hospital web applications (VH Apps), and our CVM Website directory listings.

#### **6. ADDITIONAL RESOURCES**

- 6.1 – [Student Services Center Preferred Name Guidance](#)
- 6.2 – [Registration & Records Legal Name Change Form](#)
- 6.3 – [Registration & Records Preferred Name Change Form](#)

