

## **Guidelines for Use of Chosen or Preferred Names at the University of Arizona**

### **Background**

The University recognizes that many members of its community use names other than their legal or official names first provided to the University (official/legal name) to identify themselves. For some students and employees, a chosen or preferred name may be an important component of their identity. Therefore, the University has established guidelines that allow students and employees to indicate their chosen or preferred first names to the University community even if they have not changed their official/legal names.

### **Preferred Name Guidelines**

University of Arizona students and employees may choose to identify themselves within the University community using a preferred first name that differs from their official/legal name. A student or employee's preferred name will appear instead of the person's official/legal name in select University-related systems and documents, provided that the preferred first name is not being used for the purpose of misrepresentation. The official/legal name will continue to be used in all University-related systems and documents that require a verified legal name.

### **Preferred names will be used in the following systems and records:**

- CatCard (optional)
- Online Phonebook Directory\*
- Official Student Email Display Name
- Official Employee Email Display Name
- UAccess Class and Grade Rosters (for students and employees taking courses)
- D2L/Blackboard
- Most UAccess Student Center Navigation Panes
- Most UAccess Employee Self-Service Navigation Panes

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

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

\* Students may choose to restrict the listing of their (official or preferred) names in the online directory by changing their [privacy settings](#) in UAccess Student Center. Employees may also

choose to restrict the listing of their (official or preferred) names in the online directory by contacting the Division of Human Resources at (520) 621-1684.

## **Important Information**

### **Setting a Preferred Name**

Students with a current UA NetID may set a preferred name in UAccess Student Center. From the Student Center, select Personal Information, Preferred Name Change, then choose the option to edit the current name or enter a new one. Please note that you will only be allowed to use alpha characters, with the exception of periods, apostrophes and hyphens. [Click here for more information.](#)

Employees with a current UA NetID may set a preferred name in UAccess Employee Self-Service. From the Main Menu, select Self Service, Personal Information, Preferred Name Change, then choose the option to edit the current name or enter a new one.

For students, preferred names will be reviewed by the Office of the Registrar. Names containing foul or obscene language or those used for the purpose of academic misconduct or fraud will be removed at the discretion of the Office of the Registrar and reverted to the legal name.

For employees, preferred names will be reviewed by Systems Control and the Division of Human Resources, and names containing foul or inappropriate language or those used for the purpose of fraud or perpetrating another person's identity will be removed at the discretion of the Division of Human Resources.

### **CatCard**

After changing a name in UAccess Student Center or UAccess Employee Self-Service, students or employees can obtain a new CatCard. Students or employees who turn in their old cards will be granted one free CatCard in the case of a preferred or legal name change.

### **Diplomas**

It is recommended that the diploma name match your official, legal name, however a preferred name may be considered. See your Graduation Services Advisor for details. (*Link to Grad Services: [Click here](#)*)

### **Restricting Your Official Name**

Students can [restrict specific fields in UAccess](#)—such as address, email address, name, date of birth, and phone numbers—or restrict all fields. By restricting either **all** fields or the **name** field, no information about the individual will be given out, including *verification of enrollment or attendance at UA*. Employees wishing to restrict specific fields in UAccess should contact the Division of Human Resources at (520) 621-1684.

### **UA NetID**

Even when choosing to use a preferred name, an individual's NetID will remain constant. UA NetIDs are permanent and do not expire. Because an individual's NetID is tied to many UA campus systems (e.g., UAccess, D2L, Software License, email), any changes to the NetID can

greatly disrupt everyday campus activities. Therefore, University policy allows for a [change to a NetID](#) only in the following circumstances:

- Continued use of a NetID poses a threat to an individual's personal safety.
- An individual's legal name has changed, as verified by a legal document.

**For more information, please contact:**

**For Students:**

Registration and Transcripts Office  
Administration Building, Main Floor

Phone: (520) 621-3432

[REG-reghelp@email.arizona.edu](mailto:REG-reghelp@email.arizona.edu)

**For Employees:**

Division of Human Resources  
University Services Building, Suite 113

Phone: (520) 621-1684

[HR-records@email.arizona.edu](mailto:HR-records@email.arizona.edu)

**For additional support, please contact:**

LGBTQ Resource Center  
Student Union Memorial Center, Room 404-O

Phone: (520) 626-1996

[jhoefle@email.arizona.edu](mailto:jhoefle@email.arizona.edu)

## **FAQs**

**Who benefits from the chosen or preferred name guidelines?**

The guidelines not only enable individual students, faculty, and staff to be addressed by names they go by or prefer, but also promotes a more inclusive environment on campus, ultimately benefiting all students, faculty, and staff in our campus community.

The guidelines will increase the safety and well-being of transgender and gender nonconforming individuals. Being identified by the name and gender people use will avoid undesired attention to birth sex or gender identity.

**What is my official/legal name and how is it established?**

Your official/legal name is called your "primary name" in UAccess. It is initially reported to the University through your admissions application or employment application. It may, however, be systematically updated to match the name that is reported on a Free Application for Federal Student Aid (FAFSA), or the name that appears on a passport or other documentation used to complete the I-9 form.

**How do I correct or change my official/legal name at the University?**

For students, changes to name, Social Security number, date of birth, citizenship, ethnicity, or gender may be processed by submitting a [Change of Personal Information form](#) to the Office of Registration and Transcripts.

For employees, changes to name, Social Security number, date of birth, citizenship, ethnicity, or gender may be processed through your department/unit business manager.

### **What if I want my middle name to show up?**

If you are setting a preferred name and would like your middle name to appear on your records, include your middle name in the preferred first name field.

### **When will my preferred name show up on University records?**

Once a student enters a preferred name in UAccess Student Center, it will appear on all allowable UAccess screens within 24 hours. Because instructors may update class lists only at the beginning of the semester, it is recommended that a student enter a preferred name prior to the start of the semester. If making a change during the semester, a student may need to ask instructors and staff members to update their lists.

Once an employee enters a preferred name in UAccess Employee Self-Service, it will appear on all allowable UAccess screens within 24 hours.

### **How many times can I change my preferred name?**

Changing your official/legal name to a preferred name in University systems can have ripple effects throughout your daily transactions on campus. Multiple changes to your preferred name may lead to confusion regarding your identity, challenges in customer service, and interruptions in your ability to access some University systems. Therefore, the decision to add or alter a preferred name should be made thoughtfully.

### **How do I delete my preferred name?**

If you are a student who has submitted a preferred name and later decide that you would prefer to use your official/legal name everywhere on campus, go to the UAccess Student Center and click the “delete” button on the Preferred Name screen. [Click here for more information.](#)

If you are an employee who has submitted a preferred name and later decide that you would prefer to use your official/legal name everywhere on campus, go to UAccess Employee Self-Service and click the “delete” button on the Preferred Name screen.

### **Do I have to use or enter a preferred name?**

No, you do not have to use or enter a preferred name. A preferred name is an accommodation for people who wish to be known by something other than their official/legal name.

### **After I have entered a preferred name, can people search for me in the campus directory by my official/legal name and find me?**

For students, once a preferred name is set, people will only be able to find your directory listing by searching for your preferred first name or last name. If someone searches for your official/legal first name, your directory listing will not show up.

For employees, unless you change your name legally, people will be able to search in the directory for you by your last name, your official/legal first name OR your preferred name and all will render a list where you will be listed. However, your directory listing will appear as your preferred first name and last name. If it is a problem for people to be able to find your directory listing by searching for your official/legal first name, you may want to consider removing your name from the directory until you legally change your name.

### **How do I change my name after I have graduated?**

Changing the name used on transcripts after graduation is done with a legal name change.

### **Why does this Guideline use the language of both “Chosen” and “Preferred” names?**

Both terms describe the intent of this option. A person may **prefer** to be known by a shortened name or a nickname. Or, a person may **choose** to be known by a different name. UAccess uses the term “preferred” name, so whether you **choose a different name** or **prefer a nickname**, this process is called a preferred name in UAccess.

### **Will all university offices that generate lists and reports to provide services or communications to students or staff use my preferred name?**

All university offices and departments are instructed to use preferred names when applicable and to refresh their data often. Some reports may require the use of official names. Some processes may only be generated at the beginning of a term and not regularly refreshed. You can contact one of the offices listed above if you think that preferred names are not being used or updated in accordance with this set of guidelines.