

Name Change and Pronoun Support

Information for CCC Students, Faculty, and Staff

I. Updating Student Names

A. Preferred First Names in Student Information Systems

1. CCC Policies on Preferred First Names

According to [Section 8.02](#) of CCC Academic Student Policy, CCC reserves the right to approve use of the preferred name and in which information systems and student records it will and will not appear. The preferred first name must meet each of the following criteria to be approved for use:

- Is a first name which the student is already using in day-to-day life
- Is not used to avoid a legal obligation or misrepresent oneself, and
- Is not offensive or otherwise inappropriate.

2. Designating/Changing a Preferred First Name

To designate or change a preferred first name, see the [Update Student Records page](#) and see the link under “To change your preferred name.” Updating This will cause a preferred first name to replace the legal first name in the following systems:

- Welcome banner in the student portal at [My.CCC.edu](#)
- Student Services Center in the student portal
- Campus Solutions (for students and faculty accessing grade and class rosters in my.ccc.edu)
- [Brightspace](#) (for students and faculty accessing course content)
- [Navigate](#) (Support tool for connecting students, faculty, advisors, tutors, and other CCC staff)

3. Notes about exceptions to updating names in most electronic systems

- Authorized employees may still have access to legal names
- Changing your CCC email display name requires a separate process (see below).
- Changing your default Zoom name may require a separate process (see below).
- Some student records like transcripts, diplomas, finance, and financial aid use legal names only (see information below for registering a legal name change).
- We will update this document once we get confirmation about what names are used for certain mailings.
- If you are also a CCC employee, human resources records use legal names only (see information below for registering a legal name change).

- Students may not change their preferred name more than once per academic year.
- The Truman Diversity and Inclusion committee recognizes that there is a problem in designating names as “preferred” when in fact they should be recognized as real and required. The use of “preferred” in this document is meant to help distinguish CCC policies around names. We may request policy changes to avoid the use of “preferred” in the future.

B. Change your CCC Email Display Name

Users can contact the cohelpdesk@ccc.edu to have their preferred name displayed. This should typically be done at the same time they submit a request to designate/update their preferred name for other CCC systems. Names should follow CCC policies.

C. Change the Name that Appears in Your CCC Zoom Account

1. By Default in Your Zoom Profile

Truman College’s Academic Support Centers developed [this guide for changing your default name in your Zoom profile](#).

If you encounter difficulty with these instructions, submit [an IT Help Ticket](#).

2. During a Meeting in Progress

If the host of the meeting has turned on the option to allow participants to rename themselves, a participant can rename themselves by following these steps (copied from the [University of Arkansas](#)):

1. Click Participants in the Zoom menu
2. Click More next to your name
3. Click Rename

Faculty and staff can check to see if this option is turned on by checking their settings in the Zoom web portal or in the settings of the desktop app. See the directions listed under “User” on [this Zoom Help page](#) for more information.

D. Update the name on your Student ID card

At this time, the names on Student IDs can only be changed if there is a legal name change (see information below on that process). Student ID records are only updated once during each term (typically the beginning). See [Get My Student ID Card](#) for more information.

Note: [CTA U-Passes](#) use legal names only.

E. Update your Student Record to Indicate a Legal Name Change

This option is only available to those who have gone through a legal name change reflected in government-issued documents. See the [Update Student Records page](#) to understand the process. To see an updated list of what identification documents are required to update CCC systems for your legal name change, see [Section 8.02](#) of the CCC Academic Student Policy. If you qualify and CCC completes the legal name change process, the updated legal name will replace any previous legal name on the following records:

- Most CCC electronic systems such as Student Services Center, Campus Solutions grade and class rosters, Welcome banner in the student portal, Brightspace, and Navigate.
- Transcripts, diplomas, and other student records
- Financial documents

1. Notes about exceptions to the legal name change process:

- For financial aid purposes, a student's legal name is the name that is on file with the Social Security Administration
- Your email display name may require a separate process (see process above for requesting a change in display name)
- Your Zoom display name may require a separate process (see process above for changing your default name in your CCC Zoom profile)
- If you are also a student and employee, Human Resources documents are unaffected by student record changes (see instructions for employees below)
- Previous legal names are retained in some systems as history but are only visible to authorized employees

2. Resources for Legal Name Change

- Transgender and gender nonconforming people seeking support in changing their legal name and/or gender marker in Illinois, can get support from the [Transformative Justice Law Project](#).
- Others seeking a name change can find information from the [Illinois Legal Aid Online](#).

II. Support for Correct Name and Pronoun Use

A. Tips for Students

Students interested in some tips for communicating with faculty about their name and pronouns may find [this resource from Iowa State University](#) helpful.

B. Support for Faculty and Staff

- According to [Section 8.02](#) of CCC Academic Student Policy, CCC encourages the CCC community to use a student's stated name and pronouns.
- Faculty and staff are encouraged to attend trainings and skill shares on supporting gender variant students when available.
- For support thinking about and using pronouns, see [MyPronouns.org](#).
- For an overview of basic principles for faculty and staff supporting correct name and pronoun use, please see [this resource from John Hopkins University](#).
- Please be mindful that your colleagues also require you to use their correct names and pronouns.
- Regardless of your gender identity, consider introducing yourself with your pronouns and stating your pronouns in your email signature, Zoom name, and syllabus.

III. Updating Employee Names

A. Most Electronic Systems

- To designate/update a preferred first name in most CCC electronic systems, faculty and staff can follow the same instructions for students above but should indicate on the form that they are faculty or staff.
- Employees can change their email display name and default Zoom name following the same instructions for students above.
- Employee Directory Information can be updated to include a nickname, but the nickname does not replace a legal first name.

B. Legal Name Changes

To update one's name and/or gender marker in CCC Human Resources systems, legal documentation is required. Fill out a personal information change form in [Employee HR Self-Service](#) (under Personal Information) and return it to your college Human Resources Department. Legal name changes require a copy of a new Social Security card, and gender-marker changes require other legal documentation. Once updated, the legal name and/or gender marker will replace all previous information, and only HR and IT staff who have security can access old information.

C. ID Cards

At this time, the names on Employee ID cards are the legal name at the time of hire/rehire only. See [Get My Student ID Card](#) for more information about where employee IDs can be obtained.

IV. Truman-specific information of relevance to transgender and gender variant community members

A. Truman Restrooms

- Community members should use the restroom they feel most comfortable in.
- Two gender-neutral restrooms are located in the main building near southeast exit (near the exit facing the parking garage). Signage indicates one of those restrooms is for staff, but students are generally allowed to use both restrooms.
- Men's and women's restrooms are located throughout all Truman buildings. Some gendered restrooms are designated for faculty and staff and require key access.
- If you have immediate safety concerns, security is available near the exits, but the Diversity and Inclusion Committee members are also available for support or advocacy (contact info below).

B. Truman Student Group

TruPride is an all-inclusive LGBTQIA+ club that provides a safe place for LGBTQIA+ students and allies to come together to ensure our community has a voice on campus. TruPride aims to spread awareness on campus, work with SGA so Truman college stays up to date with best practices, and provide service/programs to the surrounding community. If you are interested in joining TruPride, please email President, John Ryan Bono (rbono@student.ccc.edu) or Advisors L. Cheatham (lcheatham2@ccc.edu) and V. Wiggins (vwiggins@ccc.edu). The Truman Student Activities Office is located in room 1623.

C. Truman Diversity & Inclusion Committee

Truman's Diversity & Inclusion committee is open to all faculty, staff, and students. Once regular meeting times are set for Fall 2021, this page will be updated.

V. Final Note

If any of the information provided in this document is inaccurate, please send an email to Erica Chu (echu1@ccc.edu), Leslie Layman (llayman1@ccc.edu) or another Truman Diversity and Inclusion Committee member so we can update this document.

This document was prepared by the Truman Diversity and Inclusion Committee, last updated August 27, 2021.

This document is being linked to on the [Truman D&I Committee Projects page](#).