

Understanding University Records Regarding Preferred/Chosen Name, Gender and Pronouns

Furman University supports and affirms the wishes of students or employees who choose to identify themselves by a preferred name (i.e., first and/or middle names other than their legal name). A preferred name is a name that one chooses for themselves (hence, it is often referred to as one's "chosen name"). In this document, the term "preferred name" refers to the field in Workday that uses that terminology (i.e., "preferred name") for students and employees. Current students/employees may request a preferred name to be used on campus, regardless of whether they have legally changed their name to their preferred name (thus, in some cases one's preferred name might differ from one's legal name in Workday). Students and employees also have the option to designate in Workday the gender and pronouns by which they identify. This document is intended to provide guidance for members of the Furman community in navigating the different systems and offices as it relates to preferred name, gender identity, and preferred pronouns.

Preferred name in Workday

This is an optional field that students/employees are free to complete or to leave empty if they wish.

- Who has access to this information? Preferred name is the name that shows up on a student or employee record as the primary name. If a person searches using the preferred name or a legal name in the search field, the student or employee record will be returned with the preferred name listed as the primary name.
- How to change or complete this field in Workday? In the search bar, type in "change my preferred name." From that page, uncheck "Use legal name as preferred name," and this will make the name field editable. For employees, the change will be approved by Human Resources. For students, it will be approved by Enrollment Services. Preferred names that include profanity/vulgarity or inappropriate language will not be approved.

You also can record the correct pronunciation of your name by [following these instructions](#).

Although there are some records (described below) where legal name use is required, a student's/employee's preferred name will be used in Furman University systems wherever feasible.

To change your legal name in Furman University’s record, proof of changed legal name (identification) is required. You can request your legal name change using the “Change my Legal Name” task in Workday by typing ‘change legal name’ in the search bar. Use the form to change your legal name and attach documentation. The change will be reviewed and approved by Enrollment Services (for students) or Human Resources (for employees).

Notifying Other Offices of Preferred Name	
Office or Type of Information Use	How to Notify
Housing and Residence Life	Contact HousingandResidenceLife@furman.edu
Financial Aid	Contact financialaid@furman.edu
Enrollment Services	Update information in Workday
Change name on ID card	Students: Visit enrollment services in Administration Building Employees: https://www.furman.edu/offices-services/human-resources/identification-card-requests/
Email account name display	If preferred name is updated after your Furman email was initially created, the email display name will not be updated automatically. Contact ITS for assistance in updating this information: ITShelpdesk@furman.edu
Moodle	This is set to update periodically but you can request an immediate change by emailing ITShelpdesk.furman.edu
Workers in Dining Hall	Will use name on ID card
P2X	Employees at P2X receive both legal and preferred names from enrollment services
News releases, announcements & social media	University Marketing & Communications does not rely on any of our systems for names; they always try to check names with individuals involved; they usually initially get names from story sources
Commencement Ceremony & Program	Legal names are the default for the program, diploma, and name read at the ceremony. Graduating students are then asked to confirm the name they want read at the commencement ceremony and on their diploma which can be adjusted to be their preferred/chosen name in Tassel. Students who want their preferred name to be printed in the program should email tony.mcguirt@furman.edu directly by March 25 to request the change.
Development/Alumni Office	Changes made in Workday will be shared with Development. Direct requests for changes can also be made by emailing Alexa Potter or Theresa Cureton.

Places where Preferred name choice will be used:

Students/employees may choose where they would like to have their preferred name used. Before making this choice, please carefully read the options below to understand who will have access to your preferred name if you choose to use it in a specific campus record/area. This will be important to ensure you do not share your preferred name with someone you did not intend to. We will take care to see that access to your preferred name is limited to those you select, but please be aware that this cannot be guaranteed.

System/Record/Office	Who has access?
Workday	Faculty and staff (e.g. class rosters, advisee lists, grade reports, housing, IT, library etc.)
Moodle	Faculty and staff who teach and students who are in classes with the student that use message boards or interactive features that disclose names
Success@ Furman	Faculty and some staff
ID Card	Students, faculty, staff
Email account name display	Students, faculty, staff, external members of the public who receive email from the student/employee account
Dining Hall	Employees at Dining Hall
P2X	Employees at P2X
News releases, announcements & social media	General Public
Commencement Ceremony	Students, Faculty, Staff & Families

Places where Legal Name will be used:

- Scholarships & Financial Aid Records
- Official Transcripts
- Diploma*
- Printed Commencement Program*
- Name read at Commencement ceremony*
- Tax documents
- Employment/Payroll documents
- Health records
- Furman Police
- Immigration documents
- Reporting to local, state and federal agencies
- All other legal documents

**Legal name is default, but preferred/chosen name can be used at student's request*

Gender and Pronouns in Workday

Sex: This field is required for all students and employees. For students, the field is auto filled based on information the student provided the admissions office in their application to Furman.

- Who has access to this information? The information in this field is shared widely with other offices on campus, including financial aid, enrollment services, human resources (for employees), and student life.
- How to change this field in Workday? This field can be updated at any time using the Change My Personal Information task in Workday. Instructions can be found [here](#).

Gender Identity: This is an optional field that students and employees can choose to complete or to leave empty. Both students and employees may complete this field during onboarding. They may also complete it or change the information in the field at any time.

- Who has access to this information?

For students, it is shared only with advisors and employees who have access to your demographic information in Workday through your student record (e.g., administrators and relevant student support staff), and it is shared with student support resources through Success at Furman (e.g. the SOAR office, Center for Academic Success and Student Activities and Student Conduct employees) and Maxient (platform used for student conduct and Title IX records). The gender identity field in Workday is not shared with other campus software platforms. Housing and Residence Life will have access to this information through Workday, but it is not integrated into their administrative system. Students with housing questions or concerns should reach out directly to Housing & Residence Life (see below). Students who wish to let other offices know their gender identity can do so.

For employees, including student employees, this information is housed in Workday on an employee's record and is not visible to supervisors. It is also updated in the Development office database to ensure consistency in records.

- How to change or complete this field in Workday? This field can be updated at any time using the Change My Personal Information task in Workday. Instructions can be found [here](#). For employees, the change will be approved by human resources. For students, it will be approved by enrollment services. You will not be asked to provide documentation for the change to be approved.

Pronouns: This is an optional field that students and employees can choose to complete or to leave empty. Both students and employees may complete this field during onboarding. They may also complete it or change the information in the field at any time.

- Who has access to this information?

For students who choose to complete this field, pronouns will appear automatically under the student’s name in the student’s record. All employees, including student employees, have access to this information. The information will also be shared with faculty on course rosters and with student support resources through Success at Furman (e.g. the SOAR office, Center for Academic Success and Student Activities and Student Conduct employees) and Maxient (platform used for student conduct and Title IX records). The pronouns field in Workday is not shared with other campus software platforms. Housing and Residence Life will have access to this information through Workday, but it will not be integrated into their administrative system. Students with housing questions or concerns should reach out directly to Housing & Residence Life (see below). Students who wish to let other offices know their gender identity can do so.

For employees, this information is housed in Workday on an employee’s record and is not visible to supervisors. It also appears in the Development office database. For student employees, although this information is not visible on their employee record, it will be visible on their student record as described above.

- How to change or complete this field in Workday? This field can be updated at any time using the Change My Personal Information task in Workday. Instructions can be found [here](#). For employees, the change will be approved by human resources. For students, it will be approved by enrollment services. You will not be asked to provide documentation for the change to be approved.

Notifying Other Offices of Gender Identity or Pronouns	
Office or Type of Information Use	How to Notify
Housing and Residence Life	Contact HousingandResidenceLife@furman.edu
Financial Aid	Contact financialaid@furman.edu
Enrollment Services	Make the change in Workday using instructions above
Email account name display	Contact IT services at ITShelpdesk@furman.edu
News releases, announcements & social media	Mar/Com does not rely on systems for names; they always try to check names with individuals involved; they usually initially get names from story sources. Students and employees should tell Mar/Com if they want their gender identity used.
Development/Alumni Office	Changes made in Workday will be shared with Development. Direct requests for changes can also be made by emailing Alexa Potter or Theresa Cureton.