



## Gender, Pronoun and Campus Name Form

Please return form to Hornet Central in Wilkins Administration Building or email [hornetcentral@su.edu](mailto:hornetcentral@su.edu)

**SU ID Number:** \_\_\_\_\_

**Full Legal Name:** \_\_\_\_\_

**Resources and Support:** At any point while accessing campus resources for gender and name changes, you are encouraged to work with a student advocate. These advocates can walk you through the process and ensure that your needs are met as a valued member of our campus community.

Student Advocates:

- DeLyn Celec / [dcelec@su.edu](mailto:dcelec@su.edu) / 540-665-3485 / Goodson Chapel
- Emily Hollins / [emily.hollins@su.edu](mailto:emily.hollins@su.edu) / 540-665-4914 / Wilkins Room 230
- Mannie Brown/[ebrown1@su.edu](mailto:ebrown1@su.edu)/540-545-7339/ Brandt Room 122A
- Dahlia Ashford / [dashford@su.edu](mailto:dashford@su.edu)/ 540-665-4595/ Brandt Room 113

### Part 1: Gender Change

**1. Sex:** Your legal sex is listed when you enroll at Shenandoah and follows you through your time here. Your legal sex shows up in Ellucian Colleague, the student information system accessed for professional purposes by university staff. To change this legal sex marker, you can submit a [Change of Address/Name/Sex Form](#) to Hornet Central. This form must be accompanied by a valid driver's license, passport, or court order with your new legal sex. Sex can be changed from M to F or F to M.

- Yes, I would like to fill out the Change of Address/Name/Sex Form for legal sex.
- No, I do not want to fill out the Change of Address/Name/Sex Form for legal sex.

**2. Gender Identity:** Your gender identity only shows up in Ellucian Colleague, the student information system accessed for professional purposes by university staff. It is only selected if you choose to select it on this form.

Yes, I would like for my gender identity to be accessible in the student information system.  
Please mark my gender identity as:

- Female
- Male
- Transgender Female
- Transgender Male
- Non-Binary/Non-Conforming
- Not Listed

No, I do not want my gender identity to be accessible in the student information system.

**3. Personal Pronoun:** If you choose to select it on this form your personal pronoun shows up in Ellucian Colleague, the student information system accessed for professional purposes by university staff and on class rosters so that faculty will be aware of your pronouns.

Yes, I would like for my personal pronoun to be accessible in the student information system and on class rosters.

Please mark my preferred pronoun as:

- He
- She
- They
- Ze
- Use my name as my personal pronoun

No, I do not want my personal pronouns to be accessible in the student information system or to my faculty.

**4. Other:** Sex and gender identity intersect with other areas of campus life. Please indicate that you would like to receive assistance in working with any of the following areas:

- I would like assistance working with Residence Life on my on-campus housing situation.
- I would like assistance indicating my sex before I play on an Intramural Sports team.
- I am an NCAA student-athlete and would like assistance in understanding potential eligibility issues.
- I would like assistance with something not listed.

## **Part 2: Name Change**

**Option 1:** Legal Name Change: This option will change your name in Ellucian Colleague, the student information system accessed for professional purposes by university staff. Your name change will appear on all legal documents and in places where student names appear across the university. To change your legal name, you can submit a Change of Address/Name/Sex Form to Hornet Central. This form must be accompanied by a valid driver's license, passport, or court order with your new legal name. Your faculty, staff, and parents who have access to your school records will see this name.

Your legal name change will appear in the following places:

- Legal documents such as payroll, transcripts, university financial aid documents and direct deposit information for refunds
- SUnet and email address (separate form required)
- All of the places under Option 2 (below)

**Option 2:** Adding a Campus Name: This option will *add* a name for you in Ellucian Colleague, the student information system accessed for professional purposes by university staff. This name will appear alongside your legal name of record, which will remain on file. Your name change will not appear on all legal documents. Your faculty, staff, and parents who have access to your school records will see this name. Your campus name change will appear in the following places\*:

- Transcripts-both your legal name and your campus name will appear on transcripts.
- Academic systems and class rosters
- Hornet Hub Advising Software
- Student ID Card (will still include legal name)
- Diplomas - you may choose how you want your name to appear on your diploma when you apply for graduation
- Online Directory
- Google email profile-you may change your display name but your email address will remain your original
- Mail sent to your home address\*

*\*Please note: Mailings sent to your home address by the university will use the new campus name.*

**Option 3:** Supported Self-Advocacy: This option allows you to work with a student advocate to identify other people on campus with whom you would like to share your name. This is an option for students who are not yet ready to change their name in the places listed under Option 2. Along with supported self-advocacy, you may also change your name in the following places:

- Student ID Card (will still include legal name)
- Google email profile
- Diplomas-you may choose how you want your name to appear on your diploma when you apply for graduation
- Preferred Name in Canvas-this name will show up when you post on discussion boards

**Choose a Name Change Option:**

Option 1: I would like to fill out the Change of Address/Name/Sex Form for legal name.

Option 2: I would like for my campus name to be added to the student information system and changed in the places listed under Option 2.

Full Campus Name: \_\_\_\_\_

Option 3: I would like to work with a student advocate to share my name with others.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_