

Nothing included here should be taken as a “done deal”. We may review/revise the actual policy statement, but the implementation is subject to change and may only be fully implemented when we move to a new ERP.

We may initially focus only on Canvas integration and with a manual process.

Preferred/Affirmed First Name and Pronoun Policy

Preferred/Affirmed First Name and Pronouns Policy

Santa Monica College is committed to fostering an inclusive campus that values self-expression and respect for the variety of communities it serves. The College recognizes that many of its students use a name other than their legal name and that they may choose either a binary (him/her) or non-binary gender pronoun. The College acknowledges that preferred/affirmed name and pronouns should be used whenever possible in the course of college business and education.

Therefore, SMC will permit any student who wishes to choose to identify themselves within the college’s information systems with a preferred/affirmed name in addition to their legal name. The student's preferred/affirmed name should be used in college communications, except where the use of the legal name is necessitated by college business or legal requirements.

Inappropriate use of the preferred name, including but not limited to misrepresentation or attempting to avoid a legal obligation, may be cause for removal of preferred name.

Frequently Asked Questions

The FAQs below are only for illustration purposes on how the implementation could go. However, we may need to focus the effort initially on a manual process (not the automated process proposed in some of the FAQs below).

How do I set my preferred first name and pronouns?

- Login to [Corsair Connect](#)
- Click the Enrollment tab
- Click on “Profile/Preferences” on the left side menu
- Click on “Add/Update Preferred Name”

Allow 48-72 hours for our systems to update.

What is a preferred first name?

A preferred name is a first name (i.e., given/affirmed name) that may be chosen to be used instead of the legal first name. Students may opt to go by a preferred/affirmed name that is different from their legal first name. This name will appear instead of legal name in select college systems and documents. You may specify a preferred/affirmed name in your Corsair Connect account at any time.

Where will my preferred/affirmed first name appear on College records and/or systems used throughout campus?

Your preferred/affirmed name will appear on:

- Class and grade rosters that faculty use
- Canvas
- Corsair Connect
- Student ID Card
- Some administrative systems that student services programs use (this will happen over time)

Where does my legal name appear on College records and/or systems used throughout campus?

Your legal name will appear on:

- Transcripts
- Diplomas
- Tax forms used in the course of student employment such as I-9, W-4, M-4, etc.
- Tax forms issued by the college such as W-2, 1098-T, 1095-C, etc.
- Any other place where we are compelled to do so by law
- Any checks issued to you by the College
- Any financial aid documents and website because it may contain legal documents such as promissory notes
- In administrative systems that student services programs use

What pronoun options do I have?

SMC recognizes there are many pronouns one may go by. A committee of students, faculty, and staff discussed various options and recommended the following pronoun options be available:

- NONE (default for when none selected; shows as “not set”)
- she, her, hers, herself
- he, him, his, himself
- they, them, theirs, themselves
- *ze/zir/zirs/zirself*

Ze is pronounced like "zee" can also be spelled zie or xe, and replaces she/he/they. Hir is pronounced like "here" and replaces her/hers/him/his/they/theirs.

Where will my selected pronouns display on College records and/or systems used throughout campus?

Your pronouns will appear on:

- Class rosters
- Canvas
- Some administrative systems that student services programs use (this will occur over time)

How will my preferred/affirmed first name and pronouns display on the class roster?

It will take this format:

“LegalLastName, LegalFirstName LegalMiddleName (*Preferred/affirmedName; Pronouns*)”

Example: Smith, Mary J (Mary; she, her, hers, herself)

Note to MIS: current roster cuts off long names, thus needs to account for longer format

May I specify a preferred/affirmed middle or last name?

No. Preferred/affirmed name applies only to your first name.

Can I set my preferred/affirmed first name to whatever I want?

Students may determine and designate a preferred/affirmed name that they want to be known by. SMC reserves the right to remove a preferred/affirmed name if it contains inappropriate or offensive language, or if in the college’s judgment it is being used for misrepresentation, or if it violates Board Policies.

Do I have to provide and set a preferred/affirmed first name and pronouns?

No. Using a preferred/affirmed first name is entirely optional.

How do I correct or change my legal name for college systems?

Students who wish to change their legal name must supply supporting legal documentation and complete the Name Change Form with the Admissions & Records Office.

Can I change my SMC email address to better match my preferred/affirmed first name?

Unfortunately, you cannot at this time. However, you may change your personal email address provided to SMC at any time in Corsair Connect.

Note to MIS: the ability to change the SMC email address has been requested by many students to accommodate not only the preferred/affirmed name, but also to provide a bit of anonymity when it is used in public forums, including Canvas. Short of being able to change the assigned email account, students have requested that their personal email account be used as their official email account. They have noted this preference can be made somewhere in Corsair Connect.

How do I get a new Student ID Card with my preferred/affirmed first name?

Once you have set your preferred/affirmed first name, please allow 48-72 hours for your preferred/affirmed name to propagate to the Student ID Card system. Request a new ID card at the Bursars Office. A replacement cost may be charged.

**Administrative Programs Where Preferred/Affirmed Name and Pronouns Should Display
Subject to availability of resources and prioritization. May need to wait to fully integrate with our new ERP.**

- Salesforce (Preferred/Affirmed name as default)
- Blackboard Connect (Preferred/Affirmed name as default)
- Admissions WebISIS Programs
 - Student Record
 - Student Information
 - Student Placement Info
- Counseling WebISIS Programs
 - Student Information
 - MyEdPlan (including student version)
 - Counseling Tracking
 - Student Placement/Info
 - Disqualified Petition
 - Student Orientation
 - Placement Prerequisite Waiver (email that gets generated)
 - Counseling appointment system and “GO” program
- MProfessor:
 - Early Alert PDF report that is emailed to student