

**Wichita State University
Office of the University Registrar
myWSU Name Guidelines**

I. PURPOSE

As a diverse and inclusive campus community, Wichita State University (hereinafter “WSU” or “University”) recognizes that its students may identify themselves by, and use, first and/or middle names within the campus community that are different than their legal first and/or middle names. WSU has therefore established the following guidelines that allow students to indicate their chosen first and middle name(s) to the University community even if they have not changed their legal name(s). A student’s name within the community will be referred to as “myWSU Name” and will be either the legal name or a chosen name, if one is submitted.

II. DEFINITIONS

- A. **Legal Name:** a name that appears on one’s driver’s license, passport, social security card, birth certificate, and immigration documents.
- B. **Chosen Name:** a first/middle name that a student wishes to be known by in the University community that may be different from the student’s legal name. Legal last name will still be used.

III. GUIDELINES

- A. Except as set forth elsewhere in these Guidelines, students are entitled to use chosen names as their myWSU Name to identify themselves within the University community. WSU acknowledges that a chosen name can and should be used where possible in the course of University education and communication.
- B. Students may request the use of a chosen name by contacting the Office of the Registrar.
- C. A chosen name shall not be used for the purpose of misrepresentation, avoiding legal obligations, or otherwise in any manner that violates University policies or federal, state, or local laws.
- D. myWSU names that are not administratively possible to implement, including without limitation, symbols or images, are prohibited.
- E. WSU reserves the right to remove any chosen name without prior notice to the individual due to misuse or abuse of these Guidelines, including, but not limited to, misrepresentation, attempting to avoid legal obligations, violation of University Policy, or the use of highly offensive or derogatory names.
- F. Students are advised that certain University systems, records and communications (as set forth below) require the use of a legal name for University business needs and/or legal requirements. Such systems, records and communications will therefore not be updated with a student’s chosen name.

- G. For those systems, records, and communications that are eligible to use either legal or chosen name as the myWSU Name, students are advised that, while the University will make every effort to ensure that a chosen name will appear, there is a possibility of delay and/or miscommunication, given technical requirements and/or human error. Students are advised and strongly encouraged to bring any instance of such delay and/or miscommunication to the attention of the Office of the Registrar.
- H. Students may request a chosen name change no more than twice per academic year. Only one chosen name will be kept in the Student Information System.
- I. Students will be given the option for a revised @shockers.wichita.edu email address when they submit a chosen name request.

IV. USAGE GUIDELINES

Instances in which a Chosen Name or Legal Name may be used include, but are not limited to, the following:

Chosen Name	Legal Name
Banner Class Roster	Communications with the “Family of...” including outbound call and mail campaigns
Blackboard LMS	Diplomas (unless otherwise requested)
Degree Works	Enrollment and Degree Verification
Diplomas (if specifically requested)	Financial Aid Documentation/Processes
EAB Navigate	Official Lists Made Available to the Public
myWSU Portal and Banner Self-Service	Official Employment Records (employment eligibility, payroll documents, etc.)
OneStop Incoming Call Assistance	Reporting to State/Federal Agencies
Residence Hall Roster	Transcripts
University ID Card (Shocker Card) Students are encouraged to obtain a replacement Shocker card with chosen name (no cost)	Any other instance where the Legal Name is required by University need, University policy, or law

IV. FERPA

Under the Family Educational Rights and Privacy Act (FERPA), a student’s name, including Chosen myWSU Name, may be disclosed to the public as “directory information” unless the student opts not to permit such disclosure. To revoke disclosure of Directory Information, students must contact the Office of the Registrar.