

PROCEDURES FOR UNIVERSITY AT ALBANY POLICY 1.3

USE OF A PREFERRED FIRST NAME

Definitions:

Preferred First Name is an alternative first name designated by a student, faculty member, or University or affiliated corporation staff for use in certain instances or on certain University documents.

Student is a current student registered for classes at the University at Albany.

Faculty and Staff is any faculty member of the University at Albany or staff employed by the University at Albany or its affiliated entities and its subcontractors who are issued University at Albany identification cards.

University is the University at Albany, State University of New York.

University ID is the identification card issued by the University to access University documents and services including but not limited to door access, bus access, meal plan access, and access to recreation services. The University ID may include future cards with different names.

SUNY is the State University of New York

- (A) Procedures for Student use of a Preferred First Name
- (1) Students have the option to change their Preferred First Name or remove their Preferred First Name at any time.
 - (2) If a Preferred First Name is designated in the University administrative system the Preferred First Name will be displayed on:
 - a. Class rosters
 - b. Grade rosters
 - c. Blackboard
 - d. Outlook display name
 - e. Windows sign-on display, and
 - f. University ID
 - (3) Legal first name will be displayed on all other University records, documents and instances including, but not limited to:
 - a. Transcripts
 - b. Diplomas
 - c. Financial Aid applications and records

- d. Student Accounts records
- e. Reporting to state and federal agencies
- f. Student employment records
- g. Housing contracts
- h. International student records
- i. Medical records
- j. @albany.edu e-mail address (will continue to use first initial of legal first name - can be change by submitting a help desk ticket to <https://www.albany.edu/its/currentstudent.html>)

- (4) Entering, changing or eliminating a Preferred First Name can be accomplished via self-service by Students using University systems as outlined in these procedures.
- (5) To enter, change, or remove a Student Preferred First Name on the University at Albany system, follow the instructions on-line at https://www.albany.edu/registrar/registrar_assets/How_Do_I_Modify_My_PREFERRED_1st_Name.pdf.
- (6) To have a Preferred First Name included on or removed from a University ID, go to the University ID Card Office and request a new University ID. Normal University ID card replacement fees will apply. NOTE: A Preferred First Name must be designated in the University administrative system as instructed at least two (2) business days PRIOR to requesting the use of a Preferred First Name on a University ID and the same Preferred First Name designated in the University administrative system must be used on a University ID.
- (7) Students can have one Preferred First Name at any one time.
- (8) Students are not required to obtain a University ID with a Preferred First Name even if they designate a Preferred First Name in the University administrative system.
- (9) By default, if a Student has designated a Preferred First Name and is receiving a new or replacement University ID, the Preferred First Name will be printed on the University ID.
- (10) Student legal first name will remain unchanged in all other instances and on documents not listed above as eligible for Preferred First Name.
- (11) Students who are State employees at the University (including but not limited to work study, student assistants, and graduate and teaching assistants) should also follow the Faculty and Staff procedures for entering, changing, or removing a Preferred First

Name. Student employees who follow only the Faculty and Staff procedures will successfully update all areas listed in section A (2) and (3) of this document in addition to HR areas listed in section B (2) of this document. Students with non-State employment on campus (e.g., Research Foundation, food service provider or other vendor) should follow the Procedures for Student use of a Preferred First Name.

- (B) Procedures for Faculty and Staff use of a Preferred First Name
- (1) Faculty and Staff have the option to change their Preferred First Name or remove their Preferred First Name at any time.
 - (2) If a Preferred First Name is designated in the University administrative system the Preferred First Name will be displayed on::
 - a. Class Roster
 - b. Grade Roster
 - c. Blackboard
 - d. Faculty/Staff on-line directory
 - e. Outlook display name
 - f. Windows sign-on display
 - g. University ID, and
 - h. Online time and attendance system
 - (3) Legal first name will be displayed on all other University records, documents and instances including, but not limited to::
 - a. Reporting to state and federal agencies
 - b. Payroll records
 - c. Tax forms and reporting
 - d. Visa or immigration records
 - e. Employee benefits enrollment and forms
 - f. Other records where a legal name is required by law or University policy
 - g. @albany.edu e-mail address (will continue to use first initial of legal first name - can be change by submitting a help desk ticket to <https://www.albany.edu/its/currentstudent.html>)
 - (4) To enter, change, or remove a Faculty and Staff Preferred First Name go to <https://www.albany.edu/hr/preferred-name.php>
 - (5) To have a Preferred First Name included on or removed from a University ID, go to the University ID Card Office and request a new University ID. Normal University ID card replacement fees will apply. NOTE: A Preferred First Name must be entered into the University system as instructed at least two (2) business days PRIOR to requesting the use of a Preferred First Name on a

University ID and the same Preferred First Name designated in the University administrative system must be used on a University ID.

- (6) Faculty and Staff can have one Preferred First Name at any one time.
- (7) Faculty and Staff are not required to obtain a University ID with a Preferred First Name even if they designate a Preferred First Name in the University administrative system.
- (8) By default, if a Faculty and Staff has designated a Preferred First Name and is receiving a new or replacement University ID, the Preferred First Name will be printed.
- (9) Faculty and Staff legal first name will remain unchanged in all other instances and on documents not listed above as eligible for Preferred First Name.