FAQ:
CHANGING YOUR NAME ON CAMPUS

LGBTQ+ EDUCATION AND RESEARCH NETWORK
LEARN
research   education   engagement

For the purpose of this document, we will use Gender Diversity to refer to students of Trans, Gender Non-Conforming, Non-binary, and Queer experience.
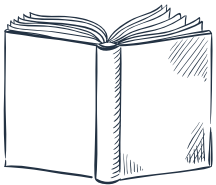
Things to Know
- If you undergo a legal name change, you can submit forms with the Registrar, Payroll, and 6-Tech to have your name changed in all university systems.
- This document is meant to outline processes on campus for those students, faculty, and staff that cannot, or have no desire to, undergo the legal name change process.

Email
- While you cannot change the username portion of your email without a legal name change, you can change the name that appears in to "To:" and "From:" fields.
- You can do this from inside of your UNCG Email by clicking the "Settings" gear icon in the top right corner, selecting "See All Settings", clicking the "Accounts" tab, and then beside the "Send Mail As" section you selected "Edit Info". Here you can change your name as it appears when associated with your email address, and you can even create an alias address to use in addition to your UNCG username/email.

In The Classroom
- Through the Registrar's Office, under the "Preferred Name Policy", students can complete the form online (https://reg.uncg.edu/forms/preferred-first-name-request/).
- This will update your name in our on-campus Learning Management Platform known as "Canvas". Most importantly, faculty will see this name when they pull down their rosters.

Spartan Card
- If a student wishes to update their Spartan Card to reflect their chosen name, they should reach out to the Spartan Card office to request a Name Correction appointment. The student will meet with the manager of the business center to discuss their need for a new card.

Coming Soon
- Many of our systems on-campus pull student data from Banner, a program that streamlines and manages campus-wide Information.
- Our campus is currently in the process of transitioning to a new version of Banner that will allow students to update their name and pronouns on their own via UNCGenie.
- This update will allow many campus systems to reflect the correct name.

This document was created by LEARN's Gender Diversity Working Group, which is a collective of faculty, staff, & students at UNCG concerned with the experiences of and meeting the needs of gender diverse students.