

Frequently Asked Questions

You may provide your preferred first and middle names to be used on certain UC San Diego Extension records and systems. This includes **first name** and **middle name** but not last name. You may also indicate a set of [personal pronouns](#) by which you would like to be identified.

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How can I provide my preferred name?

To update your preferred names and personal pronouns:

- Log into myextension.ucsd.edu
- Navigate to "My Account"

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What is meant by preferred name?

Students choose preferred names, also referred to as lived names or names in use, for a variety of reasons: they are nicknames; the names reflect a cultural, personal, religious or familial preference/practice; they are alternative names chosen by international students for campus use; or they are names that accurately reflect a person's gender identity.

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What is meant by personal pronouns?

Personal Pronouns are a way of indicating the set of gender pronouns by which you should be identified. An example of pronouns is she/hers/her. Individuals may use traditionally gendered pronouns in atypical ways, use pronouns that are gender neutral, or use pronouns that do not align with traditional gender categories. More information about personal pronouns may be found at <http://mypronouns.org>.

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What systems and documents will show my preferred name and personal pronouns?

We are currently in the process of implementing preferred names and personal pronouns in our information systems. The target deadline for all systems is Summer 2019. Thank you for your patience as we make these upgrades.

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Your preferred name will appear in the following places:

- Course lists used by your instructors for attendance and grading.
- Blackboard
- Your [My Extension](#) Student Portal
- Grade reports and enrollment verifications, printable from [My Extension](#)
- Your profile record used by your Extension staff to provide you with assistance
- Your UCSD Student ID Card

What systems and documents will continue to use my legal name?

Your legal name will continue to be used on official university documents, on authorized external communications not directed at you, and in systems that must use your legal name due to legal or regulatory requirements. For example, your legal name will continue to be used on your academic transcripts, certificates, payment records, 1098T, and financial assistance documents.

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May I specify a preferred last name?

You may only specify preferred first and middle names. To change your last name requires legal documentation.

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What happens if I leave my middle name blank when submitting a preferred name?

Your displayed preferred name will not include a middle name.

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How do I change my legal name?

If you wish to change your legal name, please [click here](#) for a form and instructions.

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Do I have to provide a preferred name or personal pronoun?

No, using a preferred name or personal pronoun is entirely optional.

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What if I choose not to provide a preferred name?

If you do not provide a preferred name, your legal name will appear in all systems and documents.

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From what pronouns can I choose?

The default list of pronouns from which you can choose is as follows: He/Him, She/Her, They/Them, Ze/Hir, Per/Per, or your name. You can also specify a custom pronoun or multiple sets of pronouns via the “other” pronoun choice, which allows custom entry.

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Can I put anything as a preferred name or personal pronoun?

Because your preferred identifiers will be used to identify you in most day-to-day university business and on some documents, please only enter names and pronouns by which you would like to be known. The University reserves the right to remove or deny an inappropriate preferred name or personal pronoun submission. This includes, but is not limited to, foul or inappropriate language or identifiers submitted to avoid a legal obligation or to create misrepresentation.

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How often can I change my preferred name or personal pronoun?

There is not a limit on how often you can change your preferred name or pronoun, but changes may take up to 30 days to be reflected in some systems.

I would like to use my grade report or some other document that will reflect Preferred Name for certification purposes but am worried that the name will not match my legal name. What are my options?

You have several options:

- You may change your preferred name back to your legal name before printing the documents that you need. If desired, you may reenter your preferred name after retrieving your documents.
- You may request an official or unofficial [transcript](#) or [enrollment verification](#). These official documents will continue to display your legal name.

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What are my options if an Extension staff member or instructor refuses to use my preferred name or personal pronoun?

You have the right to be yourself and be safe. We're here to help make sure that happens.

Option 1: If you're comfortable doing so, you may ask the instructor or staff member to address you by your preferred name and/or pronouns. You are not required to give them details about your gender identity or sexual orientation when making this request. If the instructor or staff member does not begin to use your preferred name and/or pronoun, proceed to option 2.

Option 2: If you're NOT comfortable speaking directly with the instructor or staff member, or if the individual does not honor your request, you may request assistance by contacting Student Affairs at unex-studentaffairs@ucsd.edu.

Option 3: If you feel the staff member or instructor's behavior may be the result of **harassment or discrimination**, please contact the Office for the Prevention of Harassment and Discrimination (OPHD) at (858) 534-8298, ophd@ucsd.edu. OPHD can answer questions about student-related nondiscrimination policies or help you address concerns about possible discrimination or harassment.

To report an incident:

If you experience or witness an incident involving harassment, please visit: <http://ophd.ucsd.edu/report-bias/>.

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