

Gender/Additional Gender Info/Pronouns/Names Website & Disclaimers

Website Information:

Illinois State University supports a diverse, inclusive, and respectful community. Our strategic goals reflect these values which are key to providing a sense of belonging and well-being for all Redbirds. For this reason, Illinois State enables students and employees to update their personal profile at any time.

For Additional Information and Questions:

Students – Office of the University Registrar - Registrar@IllinoisState.edu; 309-438-2188

Employees – Human Resources - HR@ilstu.edu; 309-438-8311

Gender

You can change your gender online at [My.IllinoisState.edu](https://my.illinoisstate.edu) in your My Profile. Current data options are man, woman, and non-binary or not disclosed. However, please be aware that not all University or partner external systems are able to be programmed to reflect these changes. In addition, changes that do flow to downstream systems may result in unintended consequences in certain cases (i.e. unmatched records between systems, systems containing different data). Some records specifically impacted include health records, health insurance, employment information, employment benefits, and salutations in communications.

Access to gender information in the University's records will be limited to individuals that have a legitimate business or educational need for this information. All requests for access to gender information must be approved by the appropriate Data Steward.

Additional Gender Information

You can provide or change your additional gender information online at [My.IllinoisState.edu](https://my.illinoisstate.edu) in your My Profile. Current data options are cisgender man, cisgender woman, gender fluid, gender non-conforming, gender queer, transgender man, transgender woman, non-binary, and not listed with a type-in opportunity. Providing this information is optional. This data enables the campus to develop curricular and co-curricular offerings that reflect diverse perspectives, and that promotes a safe and welcoming learning environment for all. Please note that while we are collecting this information, not all of Illinois State University's systems are designed to process and/or display this information.

Access to additional gender information in the University's records will be limited to individuals that have a legitimate business or educational need for this information. All requests for access to additional gender information must be approved by the appropriate Data Steward.

Pronouns

You can provide or change your pronouns at [My.IllinoisState.edu](https://my.illinoisstate.edu) in your My Profile. Current data options are he/him/his, she/her/hers, they/them/theirs, ze/zir/zirs, and not listed with a type-in opportunity. Please be aware that while we are collecting this important information, not all of Illinois State University's systems are designed to process and/or display this information. Currently, pronouns are housed in the Student Information System. As other systems are configured to utilize and display pronouns (i.e ReggieNet), there will be a good faith effort to utilize the pronoun information you provide where feasible and appropriate.

Preferred Name

You may request the use of a preferred name for University business where systems and processes allow. Providing a preferred name is optional. If a preferred name is not provided, legal/primary name will default as preferred. Please note that legal name must still be used in certain University systems. You can submit your preferred name change through a form by logging into the [ULID Account Management website](#). Preferred names require approval to ensure they meet the appropriate use standards.

Acceptable uses of preferred names include:

- A middle name instead of first name
- An abbreviated name (Beth instead of Elizabeth, Manny instead of Emmanuel)
- A hyphenated last name
- A last name used professionally (for faculty and staff)
- A name to which you are in the process of legally changing
- A first name that represents your gender identity

Inappropriate use of a preferred name (including but not limited to avoiding legal obligation or misrepresentation) may be cause for denying the use of preferred names. Illinois State reserves the right to deny/remove any preferred name that is deemed inappropriate, profane, or offensive. Additionally, those who intentionally misuse the preferred name option may be subject to disciplinary action.

Although not guaranteed, preferred name will be used where possible in the following (unless related to the exceptions for legal name use (i.e. employment documents, public directory information - defined by FERPA, etc.):

- ReggieNet and class rosters
- My.IllinoisState.edu
- Digital Measures
- Textbook lists
- Email and mail (local and home)
- Redbird Card

Changing your preferred name:

1. Visit the Illinois State University [ULID Account Management website](#). If you are not already logged in, sign in through CentralLogin.
2. Select the option to change your "Preferred Name."
3. Enter what you would like your preferred name to be. If you already have a preferred name established and would like to remove it, check the appropriate boxes as labeled to remove your preferred name.
4. Click the option to "Complete the Form"

A preferred name may take five business days to process the request and several additional days to appear in all systems that can display preferred names. The University makes every attempt to use

preferred name in systems and communications (mail and email) where possible but cannot guarantee that every downstream system displays preferred names and it is possible out-of-date versions or legal name may be displayed. If you are seeing problems after several days in the above listed systems and/or other systems that are not listed below where legal name is required, please report any issues you are having to the [Office of the University Registrar](#) (for students) and [Human Resources](#) (for employees). The University is working to continually review and update systems and processes where possible.

For International Students:

Students sponsored by ISU on F-1 or J-1 visas can choose to use a preferred name at Illinois State University. However, preferred name will not be included in their Student and Exchange Visitor Information System (SEVIS) record. SEVIS will continue to reflect only the legal name as indicated in the machine-readable zone (MRZ) of the passport. For these students, the I-20 or DS-2019 associated with their SEVIS record will reflect legal name. Questions related to international student preferred names should be directed to [International Student and Scholar Services \(ISSS\)](#).

Legal/Primary name:

Legal/primary name is used to build your official University record and is populated from your application for admission or employment. Your legal name will be used in certain contexts as indicated below (list may not be exhaustive) even if a preferred name has been approved.

- Timesheets and payroll
- Employment records
- Tax records
- Benefits records
- Student transcripts
- Financial Aid documents
- Student Health records
- Official Government forms

Changing your legal name:

The Illinois Supreme Court has a standardized state form for name changes as well as resources to assist in the process. Visit: http://www.illinoiscourts.gov/Forms/approved/name_change/name_change.asp

Information on Waiver of Court Fees can be found at:
<http://www.mcleancountyil.gov/index.aspx?NID=167>

Changing your legal name with the University:

For University employees:

Human Resources at Illinois State University uses the legal name as an employee's Primary Name in all our processing and transactions involving employment. Due to the danger of identity theft, persons who wish to change their first, middle, or last legal name on record with Human Resources must present all the following documents to Human Resources:

- Photo ID with the new name
- Social Security card with the new name
- Supporting Documentation (marriage license, divorce decree indicating the name change, or court documents legalizing the name change)

All documentation must be originals (no copies accepted) and must be presented in person to the

Human Resources office. The Human Resources office is located in the Nelson Smith Building, room 101. For further information regarding this process, contact Human Resources (309) 438-8311 or at hr@ilstu.edu.

For current and past students, including student employees:

Due to the danger of identity theft, persons who wish to change their legal name must send the following to the [Registrar Service Center](#):

- a signed request to change legal name (Requests without signature cannot be processed.)
- a photocopy of a photo ID with the new name
- a photocopy of supporting documentation (marriage license, divorce decree indicating the name change, or court documents legalizing the name change)

Requests may be made in person at 102 Moulton Hall; by mail at Registrar Service Center, Campus Box 2202, Illinois State University, Normal IL 61790-2202; by email with attachments at Registrar@IllinoisState.edu; or by fax at (309) 438-8652.

For applicants and prospective students:

Contact [Admissions](#) at (800)366-2478 or Admissions@IllinoisState.edu for directions and required documentation.

FERPA

Under FERPA, the [Family Educational Rights and Privacy Act](#), a student’s legal name may be disclosed to the public as “[directory information](#)” unless the individual opts not to permit such disclosure. If a preferred name has been indicated, that preferred name will be typically used for internal University operations where allowable and will not be used as public directory information. To change your name for public directory information purposes, you must change your legal name in the system. More information on FERPA, directory information and the request to withhold directory information can be found at the [Registrar’s website](#). Legal name will still display to staff that have been granted permission or in cases where the legal name is required by law or for reporting purposes (e.g. official transcripts and verifications, diplomas, financial aid, billing/accounts receivable/ collections, reporting to the government for tax or visa purposes, employment records, etc.).

Personal Profile Information

Location	Preferred Name Typically Used	Legal Name Housed or Used When Preferred Name Cannot Be Used	Gender	Additional Gender Information	Pronouns
Redbird Card	X				
Admissions records	X	X	X	X	X
Advising records (college, graduate division)	X	X	X		
Advising records (academic department)	X	X	X		

Alumni records and Institutional Development	X (Alum/Donor Preference)				
Athletics (NCAA)	X	X	X		
Class rosters	X				
Commencement	X (Student's Choice)	X			
Diploma	X (Student's Choice)	X			
Study Abroad Program	X	X			
Educational Opportunity Program (EOP)	X				
Financial Aid Office and scholarships		X	X		
Redbird Life	X				
ToughNet – student bills		X			
Library		X			
StarRez and housing rosters	X	X	X		
Student Conduct & Conflict Resolution (Simplicity Advocate)	X	X	X		
My.IllinoisState portal	X	X			
Online eDirectory ISU website	X				
Outlook Directory	X				
Public Directory Information (FERPA defined)		X			
ReggieNet (Learning Management System)	X				
Student and Exchange Visitor System (SEVIS)		X			
Police Department (Campus)	X	X	X		
Student Information System (Campus Solutions)	X	X	X	X	X
Student Health Services records	X (Student Can Provide)	X	X	X (Student Can Provide)	
Transcripts (Official)		X			
Transcripts (Unofficial)		X			
Human Resources / University employment		X	X	X	X
Email	X	X	X	X	X
Enrollment Verifications (Official)		X	X	X	X
UHS Mail Forward System (Sends postal mail off campus when students leave campus residence hall/apt.)		X			
Student Access & Accommodation Services (AIM)	X				
Career Services Manager/Hire-A-Redbird (Simplicity)	X		X		
University Housing Front Desk Manager (Helix)	X				

Legal and preferred names use when mailing to the following addresses for students:

When Mailing To:	Illinois State Will Use Your:
Emergency contact	Name of emergency contact
Campus	Preferred name in most cases
Local mailing	Preferred name in most cases
Billing	Legal name
Parent	Parent's name(s) or To the Parent of "Student Preferred or Legal Name" depending on the document
Permanent/Home	Preferred or Legal name depending on the document
Diploma mailing	Preferred or Legal name at the choice of the student
Email	Preferred name in most cases
Employment address (paycheck, tax documents)	Legal name
Business (for ISU employees)	Preferred in most cases

Legal and preferred names use when mailing to the following addresses for employees *(All communication regarding employment, payroll, or taxes will use legal name regardless of address.):*

When Mailing To:	Illinois State Will Use Your:
Billing	Legal name
Permanent/Home	Legal name
Email	Preferred name in most cases
Employment address (paycheck, tax documents)	Legal name
Business (for ISU employees)	Preferred in most cases

Campus Solutions Disclaimers:

Gender:

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To change your legal name, please contact the appropriate department for guidance and procedures.

- Applicants and Prospects contact [Admissions](#)
- Students contact [Registrar](#)
- Employees contact [Human Resources](#)

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