

FREQUENTLY ASKED QUESTIONS

Who benefits from the chosen or preferred first name guidelines?

The guidelines not only enable individual students, faculty, and staff to be addressed by names they go by or prefer, but also promotes a more inclusive environment on campus, ultimately benefiting all students, faculty, and staff in our campus community.

What is my official/legal name and how is it established?

Your legal name is initially reported to the University through your admissions application or employment application.

How do I correct or change my official/legal name at the University?

Students

Changes to name, address, phone numbers, Social Security number, or date of birth are processed by the Office of the Registrar and require proper documentation. Please see the Personal Information Updates option on the Student Menu in DataVU for information that can be updated electronically. Please email registrar@valpo.edu for further information.

Faculty and Staff

Personal information for faculty and staff are processed by Human Resource Services.

What if I want my middle name to show up?

If you are setting a preferred first name and would like your middle name to appear on your records, include your middle name in the preferred first name field when completing the online request.

When will my preferred first name show up on University records?

Once a student enters a preferred first name request, the new preferred first name will update within 24 hours and reflect on systems and documents outlined on page one. To see your updated information, please login to DataVU and select 'My Profile' from the Academic Profile menu.

How many times can I change my preferred first name?

Changing your official/legal name to a preferred first name in University systems can have ripple effects throughout your daily transactions on campus. Multiple changes to your preferred first name may lead to confusion regarding your identity, challenges in customer service, and interruptions in your ability to access some University systems. Therefore, the decision to add or alter a preferred first name should be made thoughtfully.

How do I remove my preferred first name?

If you are a student who has submitted a preferred first name and later decide that you would prefer to use your official/legal name everywhere on campus, go to Preferred First Name Request on DataVU and enter your official/legal name into the ***New Preferred First Name*** box. After allowing for sufficient processing time, go to your Academic Profile on DataVU located in the Student Menu and ensure your legal name and preferred name are accurately reflected.

Do I have to use or enter a preferred first name?

No, you do not have to use or enter a preferred first name. A preferred first name is an accommodation for people who wish to be known by something other than their official/legal name while on campus.

Will all university offices that generate lists and reports to provide services or communications to students or staff use my preferred first name?

All university offices and departments are instructed to use preferred first names when applicable and to refresh their data often. Some reports may require the use of official names. Some processes may only be generated at the beginning of a term and not regularly refreshed. You can contact one of the offices listed above if you think that preferred first names are not being used or updated in accordance with this set of guidelines.