



MEMORANDUM

DATE: August 24, 2016

TO: All District Employees

FROM: Dr. Cindy Vyskocil, Vice Chancellor of Human Resources *C. Vyskocil*
Sacha Moore, District Coordinator of Equity, Inclusion, and Compliance *S. Z. Moore*

SUBJECT: Preferred Name Standards

As the start of the academic year approaches, we are excited to share a new District-wide action that will promote a more inclusive environment for the entire Coast Community College District (CCCD) community: the preferred first name.

What Is the Preferred First Name?

Over the past two years, the UC system, several CSUs, and a handful of community colleges have implemented the preferred first name.

CCCD and its three colleges – Coastline Community College, Golden West College, and Orange Coast College – recognize that many students and employees use preferred first names rather than legal first names to identify themselves. Starting Fall 2016, CCCD students and employees have the ability to select a preferred first name through the MySites (MyCCC, MyCOAST, MyGWC, and MyOCC).

What Are the Benefits of the Preferred First Name?

By allowing students and employees to self-identify, we

- empower them;
- foster an environment of inclusion, respect, and dignity;
- remove the anxiety that comes from students having to communicate preferred names to every instructor every semester;
- promote safe and welcoming spaces at each of our colleges and at the District; and
- comply with Title IX regulations presented in the May 2016 Dear Colleague Letter from the Office for Civil Rights.

Where Will the Preferred First Name Appear?

The preferred first name will stand in place of the legal first name in the following areas: class rosters, course shells (Blackboard and Canvas), SARS, the online phone directory, and employee email addresses. In certain locations, the legal name must still be used: Student Health Center, Financial Aid, EOPS/CARE/Guardian Scholars, International Students, payroll records, transcripts (official and unofficial), and diplomas.

How Will the Preferred First Name Impact Faculty and Staff?

- Faculty will no longer need to update course rosters with students' preferred names. Banner will populate that information automatically.
- If a student selects a preferred first name after the start of a semester, the student's first name may change on the roster. However, the student ID number and last name will remain the same, so the student will still be easy to identify.
- Employees in some campus offices will have access to the preferred first name. When it is available, please address the student or staff member by the noted preferred name instead of the legal name.
- In campus offices where staff only have access to legal first names, consider creating a more inclusive environment by incorporating a short form on which students and staff can identify preferred first names, a brief verbal introduction in which all parties share their preferred first names, and/or signage at the front desk reminding students and employees that this office only has access to the legal first name and that they may share their preferred names.

Where Can I Learn More?

Please see the Preferred Name Standards FAQ sheet for further information. This document, and additional information on the Preferred Name Standards, can be accessed on the CCCD Equity, Inclusion, and Compliance site: <http://www.cccd.edu/employees/hr/equity>.

If you have questions, please feel free to contact Sacha Moore at smoore@gwc.cccd.edu. We are honored to work with you as we foster a more welcoming and respectful culture for all of our students and staff.

HELLO
MY NAME IS

*Your Name
Here*

PREFERRED NAME STANDARDS

Coast Community College District (CCCD) and its three colleges – Coastline Community College, Golden West College, and Orange Coast College – recognize that many students and employees use preferred first names rather than legal first names to identify themselves. Starting August 2016, CCCD students and employees have the ability to select a preferred first name through the MySites (MyCCC, MyCOAST, MyGWC, and MyOCC).



*Your Name
Here*

HELLO

This office recognizes
the use of preferred first names.
Please let us know
how to refer to you.

**Coast Colleges
Office of Equity, Inclusion, and
Compliance**

