

# Proposed Amendments to Project Request

1. The term “Chosen Name” will be used instead of “Preferred Name” to avoid confusion on where to enter the name in Colleague.
2. Chosen Name MUST be entered in the “first name” field on the BIO-Biographic Information screen, with a maximum length of 15 characters.
3. Program (EAPP) will not import Chosen Name from CCCApply. The person requesting a chosen name will have to contact A&R. Staff will manually enter the Chosen First Name in the BIO screen, in Colleague.
4. Only Rosters produced using XRST (Instructor Roster, Positive Attendance Roster, Enrolment Verification Roster, Grade Submission Roster and Authorization Codes Roster) will be changed to include the Chosen First Name. As well as the Roster faculty can access from the My Classes option on the WebAdvisor Faculty Menu.

## Meeting Notes (5/30/2018):

- Chosen First Name field (in BIO-Biographic Information screen) was selected to be use for future research and reporting purposes.
- Propose to use the term “Chosen Name” instead of “Preferred Name” to avoid confusion during data entry.
- Chosen / Preferred name will only be included in XRST rosters and the roster from Campus Central, accessed by faulty, via WebAdvisor.
- A student requesting a Chosen / Preferred name needs to visit A&R and fill in an application form.
- Not possible to put Chosen / Preferred name in Canvas due to privacy concerns.
- Not possible to put Chosen / Preferred name in Starfish due to system/program limitation.
- In the Roster, change Name column to Name (Chosen Name) - see attached example
- **(per DAWG Meeting)** In the Positive Attendance roster, add AU code – see attached example