



# STUDENT AFFIRMED NAMES AND PRONOUNS GUIDE FOR STAFF



## GENDER INCLUSIVITY STATEMENT

In our ongoing commitment to respect and inclusivity at SMC, we recognize the importance of addressing one another with care, particularly when it comes to affirmed names and personal pronouns (e.g., she/her; he/him; they/them, or any combination). All members of the SMC community, including faculty, staff, and students, should refer to each other by their affirmed name and personal pronouns. Students should let their professors know about any corrections needed on the class roster regarding name or pronouns. We expect students to use the correct names and pronouns for their peers and college employees. Together, we create a supportive and inclusive environment for all.



## WHY IT MATTERS

At SMC, we recognize the importance of addressing one another with care and respect, particularly regarding affirmed names and personal pronouns.

Using correct names and pronouns creates a welcoming, supportive, and inclusive environment for everyone in our campus community.



## EMPLOYEE RESPONSIBILITY

Employees should refer to students and colleagues by their affirmed names and personal pronouns.

Consider including a gender-inclusivity statement in your departmental messaging or outreach.

Respect student preferences and make corrections when needed.



## HOW STUDENTS CAN SET THEIR AFFIRMED FIRST NAME

1. Log in to Corsair Connect
2. Click the "Enrollment" tab
3. Click the "Profile/Preferences" option on the left-side menu
4. Enter affirmed first name and indicate if the affirmed first name should be displayed on Canvas and on instructor rosters (yes/no)
5. If yes, their current instructors will be notified by email that the name change took place
6. Scroll to the bottom of the screen and click "Submit Changes"
7. Allow 24-72 hours for our system to update



## HOW STUDENTS CAN SET THEIR PERSONAL PRONOUNS

Pronouns are currently available in the Canvas platform:

1. Log in to Canvas
2. Click on "Account"
3. Click on "User Settings" and then "Edit Settings"
4. Select from the list of pronouns
5. Click "Update"



## REQUEST EMAIL CHANGE

To request an email address change, contact Dr. Esau Tovar at [TOVAR\\_ESAU@smc.edu](mailto:TOVAR_ESAU@smc.edu). Allow 1-3 weeks to process if approved.



## ADDITIONAL RESOURCES

For more information, visit [smc.edu/affirmed-name](https://smc.edu/affirmed-name)

Support for students is available in the Student Equity Center, Welcome Center, or the Center for Wellness and Wellbeing.