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- G. For those systems, records, and communications that are eligible to use either legal or chosen name as the myWSU Name, students are advised that, while the University will make every effort to ensure that a chosen name will appear, there is a possibility of delay and/or miscommunication, given technical requirements and/or human error. Students are advised and strongly encouraged to bring any instance of such delay and/or miscommunication to the attention of the Office of the Registrar.
- H. Students may request a chosen name change no more than twice per academic year. Only one chosen name will be kept in the Student Information System.
- I. Students will be given the option for a revised @shockers.wichita.edu email address when they submit a chosen name request.

**IV. USAGE GUIDELINES**

Instances in which a Chosen Name or Legal Name may be used include, but are not limited to, the following:

Chosen Name	Legal Name
Banner Class Roster	Eqo o wplecvkpu'y kj 'y g"oHco kn'qhl ö including outbound call and mail campaigns
Blackboard LMS	Diplomas (unless otherwise requested)
Degree Works	Enrollment and Degree Verification
Diplomas (if specifically requested)	Financial Aid Documentation/Processes
EAB Navigate	Official Lists Made Available to the Public
myWSU Portal and Banner Self-Service	Official Employment Records (employment eligibility, payroll documents, etc.)
OneStop Incoming Call Assistance	Reporting to State/Federal Agencies
Residence Hall Roster	Transcripts
University ID Card (Shocker Card) Students are encouraged to obtain a replacement Shocker card with chosen name (no cost)	Any other instance where the Legal Name is required by University need, University policy, or law

**IV. FERPA**

Under the Family Educational Rights and Privacy Act (FERPA). c uwf gpw'u"pco g.