Name, Pronoun, and Gender Marker Changes

VCU supports a culture of inclusion and respect for persons of all backgrounds and identities. The Dean of Students office can assist you in navigating VCU’s process for making changes to some university records regarding your gender, name of use (i.e., not legal name) and other related information such as pronouns and title to reflect your identity. Please be aware that some student records must contain your legal name or currently cannot be changed due to the information system. The information provided will only be shared as needed and per each student’s instructions. Your privacy is respected at all times and only the information necessary to make the change will be provided.

Change of legal name information can be found via the Records and Registration site: https://rar.vcu.edu/records/. Visit the VCU Student Services Center located at 1015 Floyd Ave, first floor Harris Hall and bring required official documentation with the change. These documents include a social security card, driver’s license, voter registration card, passport or the legal name change document approved by the court. Once your legal name has been changed with the university, it will be updated in the Banner system and you can make additional changes.

Technology-related items (including eID, email, and VCUCard) can be addressed at this website: https://ts.vcu.edu/askit/policies-and-publications/gender-name-notification/

How do I request an update to my name and/or pronouns of use across departments?

To request updates to your name and/or pronouns of use, please send an email to the individuals you choose (below) with your legal name, name and/or pronouns of use and V#:

VCUCard
To update your name on your VCUCard please visit the VCUCard Office website for instructions: https://vcucard.vcu.edu/requests/name-changes/

Recreational Sports
This office will enter your correct identity into their specific entry system.
Please contact: Tell Carlson, tbcarlson@vcu.edu

Residential Life and Housing
This office will enter your correct identity into their specific data system.
Please contact: Dr. Kevin Wade, krwade@vcu.edu

VCU Libraries
Your name will be updated in some library systems.
Please contact: Martha Roseberry mroseberry@vcu.edu and Tom McNulty tmcnulty@vcu.edu
**How do I notify my professors?**

There are several ways to address your name and pronouns of use with your instructors and your Dean’s office. Many students prefer to inform their instructors before the beginning of a semester or before the first roll call or publication of class roster. Some students are comfortable discussing name and pronouns in person, while others are comfortable contacting instructors via email. A sample method of written or verbal communication would be:

“Dear Instructor_____

I am writing to update you on my name and pronouns of use during this class. My name is currently listed as__________on your class roster and associated information. My name is__________________ and my pronouns are________________. I will be using this identifying information on all of my assignments, so please make a note about the change. If you have any questions, please contact the Dean of Students office at 804-828-8940.”

VCU has many resources and support services available to all students, both on and off campus. Located in the VCU Commons, the Office of Multicultural Student Affairs (OMSA) provides many services to lesbian, gay, bisexual, transgender, queer, questioning, intersex, asexual, and other gender and sexual minority (LGBTQIA+) students including the LGBTQIA+ Discussion group, Queer Coffee Hour, and a Queer and the Trans People of Color (QTPOC) Group.

**How do I change the way my name appears on Google mail?**

Your email name display name can be changed by visiting [https://aboutme.google.com](https://aboutme.google.com) in a new browser tab after signing into your VCU email. Edit your first name and last name in the top section as you wish for it to appear. Contact [Doctor Gee](mailto:doctorgee@vcu.edu) for further assistance.

VCU is an EEO/AA institution. DOS1819-34