

LET'S TALK ABOUT

Navigating Name, Gender, Sex, and Pronoun Changes

How do I
change my
name at
MacEwan?

Do name changes
show up in all
systems?

What happens at
convocation?

Who can help me if
I have any issues
with the process?

There are many reasons why a student would like to change their name. Here are the steps to changing your name at MacEwan University, and some limitations to consider.

Allowing you to indicate a preferred/chosen name and gender identity is supported by Alberta's Human Rights legislation.

HOW IS YOUR DATA USED?

Equity, diversity, and inclusion (EDI) data is important in understanding the diversity that exists within our university community. It also helps us track demographic trends and can inform policies, services, and inclusive supports to better serve our campus community. If you have questions about how your data is stored and used, please contact the Privacy Office.

All changes can be made by following this link:
<https://www.macewan.ca/apply-enrol/enrolment-grades-records/student-records/personal-information/>



CHANGING YOUR PREFERRED/CHOSEN NAME

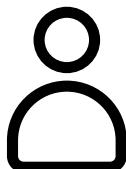
Students can change their **preferred/chosen** name in myStudentSystem. Your Preferred* name will appear in myStudentSystem, in class rosters, and on your MacEwan library/ID card. NOTE: There is **NO FEE** for a new ID card for name changes in these circumstances.



CHANGING YOUR LEGAL NAME

To change your primary name (legal name) at MacEwan, you will need to submit government ID with your new name and complete the **Change of Personal Information** form (found in the Forms Cabinet, MacEwan.ca/Registrar) for the Office of the University Registrar. The name change will appear across all systems and on all official documentation from the University, including official transcripts and degree parchments. NOTE: There is **NO FEE** for a new ID card for name changes in these circumstances.

CHANGING YOUR GENDER IDENTITY



Changing your gender identity in myStudentSystem is easier than ever! Follow the link provided to find all the information you need to change the records to reflect your authentic self.

CHANGING YOUR SEX MARKER



If you have changed your sex marker on your official ID documents, you can update that information in the myStudentSystem, you will need to complete the **Change of Personal Information** form (found in the Forms Cabinet) for the Office of the University Registrar.

ADDING YOUR PERSONAL PRONOUNS



Students can now include their pronouns through myStudentSystem. The field is blank for you to add your pronouns (e.g., She/Her, He/Him, They/Them, etc, or any neopronouns that you use). This information will be added to your class roster (available to instructors) and will also be accessible by student services. Follow the link provided above to find the instructions for this process.

We encourage you to talk to your instructors about your pronouns. We are happy to assist with those discussions. We have a resource specifically about Pronoun Usage that provides helpful background information.

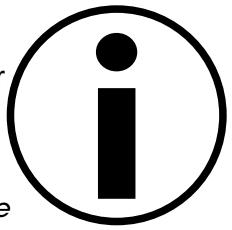
WHAT ABOUT CONVOCATION?

Your **Legal Name** will be used at the Convocation Ceremony and on your Parchment. If you have concerns about your legal name being used at the Convocation Ceremony, contact convocation@macewan.ca once you have been approved to graduate. A new parchment can be requested if your legal name changes using the Parchment Replacement Form in the Forms Cabinet.



OTHER EQUITY, DIVERSITY & INCLUSION DATA

Students are invited to complete other optional EDI-related fields that include Gender Identity, Sexual Orientation, Visible Minority status, Ethnic/Cultural background, and Disability/Chronic Medical conditions. All of this data is kept private and confidential. Here is the navigation path to follow: *myStudentSystem > Student Homepage > Profile > Equity, Diversity & Inclusion*



* myStudentSystem provides an option for all MacEwan students to indicate a "preferred name." To reflect language in most registration systems, these guidelines primarily use the term "preferred name" to refer to the name that a student uses that is different from their legal name. This terminology does not suggest that a preferred name is merely a preference that can be disregarded. MacEwan students may choose to use other expressions, such as "chosen names," in reference to a name that is different from a person's legal name.

THE MACEWAN CENTRE FOR SEXUAL & GENDER DIVERSITY

The MacEwan Centre for Sexual and Gender Diversity serves as a dynamic interdisciplinary hub designed to foster community-engaged research, teaching, and an inclusive learning environment in support of sexual and gender minorities. The Centre supports the development of inclusive and responsive policies, evidence-informed practices, and encourages the full and equitable participation of sexual and gender minorities on campus and in society.

The MacEwan Centre for Sexual and Gender Diversity is located in Roundhouse on the main floor of Allard Hall

(Building 11).

