University Advisors' Network
Wednesday, October 18th 2017
9:30-11:00am
Student Success Center Conference Room

Members Kay Banks, Valeria Bates, Keara DeKay, Shelley Dempsey, Brian Dusel, Libby Foreman, Dawn Hiller, Rebecca Keilty, Loren Knapp, Steve Lowe, Aaron Marterer, Drew Newton, Kristi Niro, Ruth Patterson, Gina Polizzi, T'Kara Richardson, Claire Robinson, Jan Smoak, , Amanda Therrell, Heidi Waltz, and Donna Watson

Absent: Joseph Askins, Ed Black, Amber Fallucca Chrissie Faupel, Rushondra James, Meghan Fields, Stephen Lowe, Meredith McNeice, Kara Montgomery, Bethany Naser, T'Kara Richardson, and Paul Stoltzfus

Handouts –   Pastides Letter
              Registrar Forms to become Dynamic
              Display Name and Pronoun Framework
              Policy Statement

Approval of September minutes

9:30:   Welcome

9:35   Winter Term program OYT   Amanda Therrell
                                                                    Shelley Dempsey

- Take only one course
- 40 hours a week for 3 weeks
- All online
- Part of Spring 2018 semester
- Find under Part of Term – Columbia Winter Session in the Advanced Search
- Designated as 3WT
- Student Success Center will be offering help in the classes
- ITEC 242 requires permission restricted to their majors
- First Year Students are not the target group
- Hope for 175 students breaks down to 25 per class
- On the first day, they will be required to do something to show that they are continuing with the class since the drop dates are close
- On their website, click on the course and see a description, learning outcomes, and video by instructor
- Website - http://www.sc.edu/about/offices_and_divisions/on_your_time/alternative_terms/winter_session/index.php

9:50   Registration Updates   Aaron Marterer
- Banner upgrades from 8 to 9 will be finished in December
  o Spring Banner Self-Serve upgrades should be finished in May

- Hardship withdrawal should go to Mary Katherine Robinson or Lisa Jerald.
    - Prior to fall 2017 withdrawals still handled in the colleges
    - Retroactive withdrawal committee will use Blackboard to look at petitions
    - No more than 2 years for retroactive withdrawal
    - All full withdrawals unless something like dance or music classes or for Disability Services
    - Make withdrawals more uniform across the university
    - Online documentation loading of medical with a HIPPA statement
- New online training – Anti-Discrimination/Harassment
    - October 19 – Pres. Pastides will send out an email letter
    - First year students are going to be the target this time.
    - Training lasts 2 to 21/2 hours
    - Hold will be placed on February 1st on students that have not completed it that were asked to do so
    - This should not impede the adding of 2nd eight-week classes to the spring semester
    - The hold is for the Summer and Fall registration periods
    - If problems arise, Cliff Scott is the contact person
    - Contact information – phone 7-3854, 1600 Hampton St, Suite 805
- By fall student's preferred name and pronoun will be on the roster and grade roll
    - Process of introducing the Student Preferred Name and Pronoun
    - Unless legal name is required, for instance with financial aid
- 1244 Blossom Street – houses the Registrar, Bursar (1st floor), and Financial Aid (2nd floor)
    - Will be called Student Services Center
    - Process of taking all pdf forms and changing to dynamic forms
    - One problem will be the Registration Exception Form due to all the necessary signatures
    - Advantages of dynamic forms, no more email
    - When form is completed it goes to a queue for retrieval.

10:25 Technology updates   Brian Dusel
- Out of 56 colleges and departments 40 have signed up with Pathfinder
- Completed 23 access training sessions
- 181 new technology requests
- One glitch – if you were a student with a USC email account Pathfinder is syncing with it instead of your USC work email
- Working to fix this with the IT folks

10:30 UAN discussion continued   Claire Robinson
                                                         Loren Knapp

How to stream line information flow from all committees
Refocus purpose used to be more of an open forum

11:00 Adjourn

NUMBER: STAF X.XX

SECTION: Student Affairs and Academic Support

SUBJECT: Student Systems Display Name Policy

DATE:

Policy for: USC System
Procedure for: USC System
Authorized by:
Issued by:

In 2016 the University of South Carolina began the development of a Student Systems Display Name Policy and procedures in the spirit of the Carolinian Creed, which defines the values of the USC community.

I.   Guidance

A.   Definitions

1. **Student Systems** refer to any administrative software used to store, report and/or transact all aspects of a student's matriculation at the University. Banner, an integrated system for admission, enrollment, financial aid, and student finance, is the primary system of record. Access to Banner for students, faculty and staff is provided through a web-based self-service application called Self Service Carolina. Student systems also include other systems, which support other student services including but not limited to housing, student ID cards, learning management systems, health services, and ticketing.

2. **Official Student Name** is the name which appears on a student's birth certificate, marriage certificate/license, divorce decree, court order for Official name change, adoption documents, or a valid passport. (See ACAF 3.06)

3. A **Student Systems Display Name** is a First and/or Middle Name which a student chooses to provide the University for identification purposes. A **Student Systems Display Name** can be different from a student's Official Name. Ideally, the **Student Systems Display Name** will display in Student Systems whenever Official Name is not required.

B.   Goals

The goals of the Student Systems Display Name Policy are to:

- Provide a consistent Display Name experience for students across Student Systems
- Populate Display Name in Student Systems wherever Official Name is not required.

II.   Policy

It is the policy of the University of South Carolina that any student may choose to provide the University with a Display Name including first and/or middle name that differs from their Official Name including first and/or middle name.

As long as the use of the Display Name is not for the purpose of misrepresentation, it will display instead of the student's Official Name in Student Systems except where the use of the Official name is required for official us.

A. Scope

This policy applies to students at all USC Campuses.

B. Procedure for populating Display Name in USC Student Systems

The University of South Carolina IT infrastructure is multi-faceted and complex. For some IT systems, the integration of Display Name may be easily implemented while others will require a longer implementation timeframe.   The source of Display Name will reside in the Banner Student Information System and be sent to other Student Systems through data integrations.   A list of Student Systems, which utilize preferred name, will be made available on the website of the Office of the University Registrar.

C. Student Procedures for entering Display Name in USC IT Systems

(To be determined.)

University of South Carolina
Office of Diversity and Inclusion Taskforce
Student Systems Display Name and Pronoun Framework

At the University of South Carolina, our values are defined in our Carolinian Creed. As a statement of values, the Creed speaks to who we are as Carolinians and serves as a guidepost for the type of campus community we aspire to maintain. A key component of this approach among our community of scholars is respecting the dignity and rights of all persons while responding to the need for conditions that support others' work and development. This working document, the *Student Systems Display Name and Pronoun Framework*, offers a pathway for ensuring that we continue to be at the forefront of institutions of higher education in maintaining and fostering respect and dignity for our students and supporting their work and development. When we meet and engage with one another, our names are often one of the first meaningful pieces of information we will exchange. Institutions across the country (including Clemson University, Texas A&M University, and the University of Alabama) have been at the vanguard of developing student curricular and academic technology systems that allow students to designate the name by which they wish to be recognized by other members of the university community. Here at the University of South Carolina, we are excited to join our peers in adopting innovative technological systems and solutions that recognize, facilitate, and support the diverse needs of our twenty-first century student body.

What are Student Systems at USC?

Student Systems refer to any administrative software used to store, report and/or transact all aspects of a student's matriculation at the University. Banner, an integrated system for admission, enrollment, financial aid, and student finance, is the primary system of record. Access to Banner for students, faculty and staff is provided through a web-based self-service application called Self Service Carolina. Student Systems also include other systems, which support other student services including but not limited to residence life, academic advisement, academic support, and student success.

What is an Official Name?

The Official Student Name is the name which appears on a student's birth certificate, marriage certificate/license, divorce decree, court order for Official name change, adoption documents, or a valid passport. Students who wish to change their Official Name can complete the Official Name Change Form and submit to the Office of the University Registrar with the appropriate documentation.

Instances Where Official Name is Required
Maintaining International Student Students Office Documentation
Maintaining Student Financial Services Documentation
Processing Financial Aid
Processing Federal Requests for Information
Reporting to the National Student Clearinghouse (Enrollment and Degree Verification)
Issuing Transcripts
Reporting Academic Certifications
Issuing Diplomas
Publishing Athletics Rosters
Maintaining University Law Enforcement Documentation

What is a Student Systems Display Name at USC?

A Student Systems Display Name is a First and/or Middle Name, which a student chooses to provide the University for identification purposes. A Student Systems Display Name can be different from a student's Official Name. Ideally, students will have the ability to update their Display name in Self Service Carolina at any time. The Display Name will then be fed to other Student Systems and appear wherever Official Name is not required.

Pronouns of Reference

Pronouns are often used to refer to a person's gender or gender identity. Several systems of pronouns have been created to refer to others without assigning them into the gender-binary system. Pronouns of reference are the set of pronouns that an individual would like others to use when talking to or about that individual. Pronouns may include but are not limited to:

Pronouns of Reference					
	Subject	Object	Possessive Adjective	Possessive Pronoun	Reflexive
Gender neutral or gender inclusive pronouns and /pronunciation/	ze /zee/	hir /here/	hir /here/	hirs /heres/	hirself /hereself/
Gender neutral or gender inclusive pronouns	they	them	their	theirs	themselves
Used to refer to another person who is assumed to be or identifies as female/feminine	she	her	her	hers	herself
Used to refer to another person who is assumed to be or identifies as male/masculine	he	him	his	his	himself

Project Scope

USC's student information infrastructure, spanning across eight campuses, is multi-faceted and complex. Currently some systems on campus, such as BlackBoard, can already display a student's name which is different from their official name, while other systems, such as Banner, cannot. Currently Pronouns of Reference are not being captured in Student Systems at USC.

The desired scope of the Student Systems Display Name and Pronoun implementation is as follows:

- Allow a student to enter a display name and select a pronoun set in Banner via Self Service Carolina and allow that display name and pronoun to populate Banner other information systems - across the system – that integrate with Banner.

- Populate Display Name from Banner to other Student Systems wherever Official Name is not required. If no Display Name is provided, the Official Name will continue to appear across applications.

Initial Project Considerations

- Consider the development of a policy concerning the use of display name and pronoun.

- Develop a set of business requirements for providing, and maintaining, and deleting display name and pronoun at the University of South Carolina.

- Establish an inventory of those Student Systems which have the technical capability and business need to store display name.

- Verify which Student Systems require an Official Name.

- Develop a roadmap for launching Display Name and Pronoun functionality in Banner modules including the Student Profile, the Faculty Roster, and the Advisee Listing.

- Conduct an assessment of the technical work required to change integrations or interfaces to move pronoun and preferred name from Banner to other systems.

- Communicate with campus faculty leadership, student government officers, registrars, enrollment management directors, and academic administrators across the USC system about the implementation plan.

- Develop FAQs and awareness presentations for constituents at all eight campuses.

Form	Format	Topic
Academic Common Market Change Approval Form	PDF	Registration
Audit Registration Exception Form	PDF	Registration
Citizenship Verification Form	Online	Citizenship
Common Application Registrar Report Release	PDF	Transcripts and Records
Current Term Degree Candidacy Exception Request (AS-129E)	Online	Graduation and Commencement
Diploma Request for Accents or Special Characters in Name Form	Online	Graduation and Commencement
FERPA Release	Online	Transcripts and Records
Grade Forgiveness	Online	Transcripts and Records
Internship Contract (AS-169)	PDF	Registration
Name-Change (AS-1)	Online	Transcripts and Records
Pass/Fail Option (AS-20)	PDF	Registration
Privacy Request (AS-175)	Online	Transcripts and Records
Registration Exception Form (AS-199)	PDF	Registration
Request for Replacement Diploma	PDF	Transcripts and Records
Request for Student ID Number Change (AS-23)	PDF	Transcripts and Records
Request to Participate in Commencement Early/Late	Online	Graduation and Commencement
Senior Privilege (GS-19)	PDF	Registration
Special Enrollment/Transient Request (AS-30)	PDF	Registration
Undergraduate Independent Study Contract (AS-6U)	PDF	Registration

Enrollment Certification Request (Advanced Notification of VA Benefits)

Please submit this form prior to each semester to notify the USC Office of Veterans Services of your plans to utilize veterans benefits, or to make changes to your semester hours.

By submitting this form you are permitting the Office of Veterans Services to automatically generate a class schedule and bill on your behalf to certify your benefits as soon as your schedule and bill are available.

Please complete any major/degree changes through your academic unit prior to completing this form, so that your billing is accurate.

Student Information

USCID: D25547946

First Name: Aaron

Last Name: Marterer

Email: ACMARTE@mailbox.sc.edu

Electronic Signature

Please read the Disclosure / Consent before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Aaron

Marterer

Previous | Sign Electronically

Signing electronically above is the fastest, most efficient way to submit your information to the University of South Carolina Registrar's Office. **If you choose to opt out, processing time may be delayed by 2 to 3 weeks.**

If you choose to opt out by clicking the "Opt out and print" link below, you understand that you must print and submit the form and accompanying documentation (if appropriate) and follow the instructions on the next page to submit the form to the University of South Carolina Registrar's Office. Opt out and print