Preferred Name Resources for Faculty & Staff

The following are resources and sources of information regarding students' official university first names in comparison to their preferred first names.

Resources currently available:

- **S3 Admin Console.**   (1) The student look up feature allows for look up by either official first name or preferred first name; the user need not know whether the first name is official or preferred. (2) Following the name search, the list of returned names displays both official first name and the preferred first name. (3) On the student landing page, both the official first name and official and preferred first name are displayed. Faculty members and advisors who do not have S3 Admin Console access may ask for an departmental administrative assistant or staff member of the University Registrar's Office to look up a preferred first name and/or official first name. 4) On S3 Faculty Course and Grade Information preferred first name displays on photo rosters; both preferred first name and official first name appear on the student summary page.

    - **Course Rosters in S3 Admin Console.**   All course rosters in S3 Admin Console are modified so that that order of data displayed on each roster is standardized and includes the students' preferred first names instead of official first names. S3 Faculty Course and Grade Information course rosters and photo rosters display students' preferred first names, as well as official first/given and last names.

- **Verification Letters for Students.**   Primarily for external purposes (such as graduate school applications), students may request a Preferred Name Verification Letter via SIO. This is an official university document produced under the authority of the University Registrar. The document lists names by which the student is known at CMU including the official first and last names and the preferred first and official last name.

- **Andrew User ID.** The student's Andrew User ID is the identifier that will be used in all documents, rosters, the S3 Admin Console, etc. The Andrew User ID will not be affected by the use of a preferred name and will remain consistent within all resources.

- **Canvas Rosters**.   Canvas rosters display in the first name column the preferred first name if it is available, otherwise the official first name. Note: Canvas displays the full middle name; students may change their middle name to a middle initial by working with the University Registrar's Office.

- **Student ID Cards**. On Student ID Cards, the preferred first name and official last name will appear on the front of the card, and the official first and last name will appear on the back of the card.

- **Handshake.** In the Career and Professional Development Center's online recruiting system, the preferred name will display in the Student Profile, unless student contacts the CPDC.

- **Stellic Degree Audit.** In the Stellic Degree Audit application for student, adviser and faculty use, the preferred first name and official last name appear. If a preferred name is not available, the official first name will be appear.