

# YOUR IDENTITY MATTERS

## Setting Your Affirmed Name and Pronouns at SMC

### Gender Inclusivity Statement

In our ongoing commitment to respect and inclusivity at SMC, we recognize the importance of addressing one another with care, particularly when it comes to affirmed names and personal pronouns (e.g., she/her; he/him; they/them, or any combination). All members of the SMC community, including faculty, staff, and fellow students, should refer to you by your affirmed name and personal pronouns. Please let instructors know about any corrections needed on the class roster regarding your name or pronouns. Together, we create a supportive and inclusive environment for all.



### Why This Matters

Using someone's affirmed name and pronouns shows respect and creates an inclusive learning environment. At SMC, we're committed to ensuring all students feel welcomed and acknowledged for who they are. Setting your affirmed name and pronouns helps instructors and peers address you correctly.

### Setting Your Affirmed First Name

1. Login to Corsair Connect
2. Click the "Enrollment" tab
3. Click the "Profile/Preferences" option on the left-side menu
4. Enter your affirmed first name
5. Indicate if the name should be displayed on Canvas and instructor rosters  
*If you select "yes" in step 5, your current instructors will be notified by email that the name change took place*
6. Scroll to the bottom of the screen and click "Submit Changes"
7. Allow 24-72 hours for our system to update



### Setting Your Personal Pronouns

Pronouns can currently be updated for use in the Canvas platform:

1. Login to Canvas
2. Click on "Account"
3. Click on "User Settings" and then "Edit Settings"
4. Select from the list of pronouns
5. Click "Update Settings"

### Important Notes

- To request an email address change, contact Dr. Esau Tovar at TOVAR\_ESAU@smc.edu. Allow 1-3 weeks to process if approved
- Your legal name will still appear on official transcripts, financial aid documents, and other legal records
- Support for students is available in the Student Equity Center, Welcome Center, and the Center for Wellness & Wellbeing
- For more information and resources, visit [smc.edu/affirmed-name](https://smc.edu/affirmed-name)

