

The "Carleton Name" appears in the online directory, Moodle, and on many reports, and displays a nickname instead of legal first name, if given. A student's legal first name is displayed on Hub screens and in reports, sometimes in addition to nickname, sometimes as the only option.

A student's sex does not appear on any Hub forms visible to faculty or supervisors. Sex is not included in any reports from the Registrar's Office to faculty.

	A. Initial source of data:	B. Information updated by:	C. Requirement for information to be changed:	D. Data Visibility:	E. Data used to group students for what purposes:	F. External requirements:	G. Other Notes:
<b>1. Sex</b>	Admissions application	Registrar's Office, will notify Central Records and IRA	copy of legal order needed	Not visible to: - faculty and other students Visible to: - staff with access to student data screens in Colleague - offices using Colleague data feeds to other software systems - Registrar and IRA offices for reporting by group -data warehouse users for reporting by group	Examples: Enrollment reports, federal IPEDS enrollment and graduation rate reports, counts of majors by gender	Legal sex is required for federal IPEDS reports, National Student Clearinghouse (for example)	Students are not contacted by the College based on sex.
<b>2. First Name (Legal)</b>	Admissions application	Registrar's Office, will notify Central Records and other offices	copy of legal order needed	Currently visible on Hub class rosters, wait list rosters, advising screens, grading screens, supervisor screens. Visible to staff with access to student data screens in Colleague.	not applicable	Legal first name is required for National Student Clearinghouse	
<b>3. Nickname</b>	Admissions application, can change upon request	Registrar's Office	personal choice	Highest priority in "Carleton Name" (see notes above). Currently visible in place of legal first name on online directory, Moodle, major declaration approval. Visible in addition to legal first name on class rosters and wait list rosters.	not applicable		
<b>4. Last Name (Legal)</b>	Admissions application	Registrar's Office, will notify Central Records and other offices	copy of legal order needed	Visible to students, faculty, and staff on online directory, screens, reports.	not applicable	Legal last name is required for National Student Clearinghouse	

	A. Initial source of data:	B. Information updated by:	C. Requirement for information to be changed:	D. Data Visibility:	E. Data used to group students for what purposes:	F. External requirements:	G. Other Notes:
<b>5. Preferred First Name</b>	Admissions application (if name contains diacritical marks) or upon request	Registrar's Office	personal choice	Second priority in "Carleton Name" (see notes above).	not applicable		can accommodate diacritical marks - for reports, not online directory
<b>6. Preferred Last Name</b>	upon request	Registrar's Office	personal choice	Top priority in "Carleton Name" (see notes above).	not applicable		can accommodate diacritical marks - for reports, not online directory
<b>7. Transcript Name</b>		Hub self-service	personal choice	displays on transcript	not applicable		
<b>8. New Field Needed - Gender?</b>							
<b>9. New Field Needed - Pronouns?</b>							

3-Colleague System-Name and Sex.xlsx