

# Phonebook(Directory) Information Updates and Name Change Information

583 Faye Buckley June 29, 2018 [Accounts and Access](#)

**If you need to make changes to your records in the directory/phonebook, please follow the instructions below.**

[Updating your work address, work phone, or job title](#)

These records come directly from HR. To update them, please contact HR by calling them at (864)656-2000 or

fill out the form located at the following link:

[https://www.clemson.edu/employment/contact\\_hr/employees/](https://www.clemson.edu/employment/contact_hr/employees/)

Note that updates may take up to 24 hours to display in our system.

[Updating personal records \(mailing address, cellphone number, etc.\)](#)

You can update your personal records by doing the following.

1. Go to my.clemson.edu
2. Click on the avatar symbol in the upper right hand corner
3. Choose "My Profile", and then sign in with your Clemson credentials
4. From here, you should be able to edit your addresses, phone numbers, emergency contacts, and more by clicking on each category respectively.
5. Once you choose the category you would like to edit, it should display what information you currently have one file with an arrow (>) next to it.  
To edit the entry, click on the arrow symbol, and then click "Edit".
6. Once you have edited the appropriate fields, click the "Save" button to save your changes.

[Updating your name](#)

## **Preferred Name**

You can update your "Preferred Name" at <https://my.clemson.edu/#/name>

Clemson University began a phased implementation of a Preferred Name Procedure in Spring 2016. Ultimately, this will provide a consistent preferred name experience across University systems and use of one's preferred name wherever legal name is not absolutely necessary. However, Clemson University's infrastructure is multi-faceted and complex so the task of updating all systems will take some time. Preferred names will be displayed to the university community where feasible and appropriate. Currently, preferred name will be displayed on

- my.Clemson
- Online Directory (phonebook)
- Canvas Learning Management System
- Class Rolls in Data Warehouse and iROAR Report Generator
- TigerOne Card (printed after March 1, 2017)
- Outlook

Clemson University students may choose to identify themselves within the University community using a preferred name that differs from their official/legal name. A student's preferred name will appear instead of the official/legal name in select University-related systems and documents as noted above. The official/legal name will continue to be used in all University-related systems and documents that require a verified legal name. Inappropriate use of the preferred name (including but not limited to avoiding legal obligation or misrepresentation) may be cause for denying use of preferred names. Clemson University reserves the right to remove any preferred name that is deemed inappropriate and the student is subject to the regulations contained in the Student Code of Conduct.

The Preferred Name may be 32 characters or less and is limited to alpha characters (A-Z and a-z), a space or hyphen (-). Students should refrain from using the following in their preferred name:

- Symbols, numbers, unusual capitalization, repeating characters or punctuation
- Characters from multiple languages
- Titles of any kind, ex. professional, religious
- Offensive or suggestive words of any kind
- Pretending to be anything or anyone else

For Frequently Asked Questions, visit [www.registrar.clemson.edu/html/nameChangeFAQ.html](http://www.registrar.clemson.edu/html/nameChangeFAQ.html).

Clemson University reserves the right to either deny or remove inappropriate uses of a preferred name. I understand that my full legal name will continue to be listed on all other internal and external Clemson University systems and notifications distributed by the University. Further, I understand that the use of a preferred name is not permissible for any purpose of deceit, fraud or misrepresentation and may violate certain community and ethical standards found in the Clemson University Student Code of Conduct and / or state or federal law.

## Display Name

The Preferred First name will only affect the first and middle names. If you would like to change how your last name is displayed in certain systems such as Outlook (For instance if you if you have a hyphenated last name that you need to be displayed differently) please put in a request to CCIT by emailing [ITHelp@clermson.edu](mailto:ITHelp@clermson.edu) and our CCIT CRLT Computer Resources team will be able to change how that is displayed.

## Legal Name

### Employees

#### **Employees need to contact HR :**

1. Contact HR

Phone: [864-656-2000](tel:864-656-2000)

Email: [http://www.clemson.edu/employment/contact\\_hr/](http://www.clemson.edu/employment/contact_hr/)

2. Contact ITHelp at [ithelp@clermson.edu](mailto:ithelp@clermson.edu) (or call 3494)

This ticket will have to be sent to CCIT CRLT Messaging and CCIT CRLT Computer Resources

(Updates Exchange, Canvas, etc.)

Proof of legal name change will be required.

### Students

Clemson University requires a student's full legal name to be included in their student records. Once the legal name has been determined, it becomes the official name of record and will remain unchanged unless legal documentation is provided to justify altering the original name on the student's official record. A student's legal name will be used on all external systems including notifications sent to hometown newspapers, official transcripts, enrollment verifications, University diplomas and other external notifications that may be required.

Acceptable legal documents are the following:

- **Social Security card with new name. A copy of a Social Security card is acceptable.**
- **Passport (International only), which must be valid and stamped with student visa. A copy of a passport is acceptable.**

Other documents, such as driver's license or notarized statements, are not acceptable.

You will need to complete the name change form and submit it to Enrolled Student Services:

<https://www.registrar.clemson.edu/pdf/nameChg.pdf> . Contact Page: <http://www.registrar.clemson.edu>

[edu/html/addressReg.htm](#)

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=583>