

## General Information

Because CCA fosters a culture in which no one makes assumptions about gender expression and pronouns, we encourage all members of the CCA community to share their name and pronouns upon meeting a new member of the community, as they feel comfortable. It is an expectation of all members of the CCA community that we respect each other's names and pronouns.

Administrative offices that are required to use legal name and/or gender in documents that are shared with entities outside of CCA still make it a practice to use preferred/chosen name in communicating with a student. Updating your name, gender/gender identity, and pronouns in CCA's systems will aid the CCA community to respect your wishes with respect to how you would like to be addressed and/or referred to.

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### Names in Workday Student and Other Systems, Records, and Reports

Workday term	Legal name	Preferred name
AKA	Deadname, Birth name	Name, Chosen name
Visibility	<p>Legal name is a required field in Workday Student, but only administrators with high-level security can view this information.</p> <p>Most people (staff, faculty, supervisor, etc.) cannot see a student's legal name if a preferred name is designated.</p>	<p>Preferred name is an optional field.</p> <p>Most people see preferred name ONLY.</p> <p>If no preferred name is designated, preferred name defaults to legal name (legal name appears in "preferred name" field).</p>
Where displayed	<p>External documents (i.e., documents shared with entities outside of CCA - not a comprehensive list)</p> <ul style="list-style-type: none"> <li>● Financial Aid documents</li> <li>● Immigration documents</li> <li>● Insurance rosters</li> <li>● Transcripts (contact Registrar if exception is needed)</li> <li>● Reports to collection agencies</li> </ul>	<p>Internal systems/documents (not a comprehensive list)</p> <ul style="list-style-type: none"> <li>● Workday</li> <li>● CCA Portal</li> <li>● Symplicity (Housing &amp; Residential Education)</li> <li>● Moodle</li> <li>● Class rosters</li> <li>● Student ID (please update your ID with Public Safety if you change your name)</li> </ul>
Documents needed to update Workday Student	<p>Domestic students: one of the following:</p> <ul style="list-style-type: none"> <li>● passport</li> <li>● driver's license</li> <li>● California ID</li> </ul> <p>International student: passport ONLY</p>	None
Approvals needed to update Workday Student	<p>Student Records (all students)</p> <p>International Student Affairs and Programs (international students)</p>	None

<p>Additional notes</p>	<p>Workday allows for country-specific name formats, including names without surnames. As needed, students can deselect “United States” and select the appropriate country-specific name format when updating a name.</p> <p>Students who are on CCA’s student insurance plan and whose legal name does not include a family name/surname should contact <a href="mailto:healthinsurance@cca.edu">healthinsurance@cca.edu</a>.</p> <p>Insurance rosters typically require a legal first name and a legal last/family name, and so the roster may need to be adjusted to reflect a different name for you.</p>	<p>Workday allows for country-specific name formats, including names without surnames. As needed, students can deselect “United States” and select the appropriate country-specific name format when updating a name.</p>
<p>Additional notes</p>	<p>Most CCA systems receive information from Workday, and so updating your legal name in Workday will update your name elsewhere as well.</p> <p>Please note that there can be a delay in such data updates, notably for Handshake, CCA’s job board. Please confirm your name(s) in Handshake if you update information in Workday.</p>	<p>Most CCA systems receive information from Workday, and so updating your preferred name in Workday will update your name elsewhere as well.</p> <p>Please note that there can be a delay in such data updates, notably for Handshake, CCA’s job board. Please confirm your name(s) in Handshake if you update information in Workday.</p>
<p>Additional notes</p>	<p>The Public Safety Office recommends that students obtain new CCA IDs when they update their name. Typically, the ID reflects students’ preferred names. The fee that is associated with a new ID can be waived in two circumstances: (1) the student had been a victim of a crime in which the old ID was stolen; (2) a student is updating their legal name. Unfortunately, fees cannot be waived for updates to the preferred name.</p>	<p>The Public Safety Office recommends that students obtain new CCA IDs when they update their name. Typically, the ID reflects students’ preferred names. The fee that is associated with a new ID can be waived in two circumstances: (1) the student had been a victim of a crime in which the old ID was stolen; (2) a student is updating their legal name. Unfortunately, fees cannot be waived for updates to the preferred name.</p>

## Gender in Workday Student and Other Systems, Records, and Reports

Workday term	<b>Gender</b>	<b>Gender identity</b>
AKA	Sex assigned at birth or legally recognized sex designation	Gender expression
Visibility	<p>Gender is a required field in Workday Student, but only administrators with high-level security can view this information.</p> <p>Most people (staff, faculty, supervisor, etc.) cannot see a student's gender.</p>	<p>Gender identity is an optional field.</p> <p>Most people see gender identity ONLY.</p> <p>If no gender identity is designated, the "gender identity" section of the student profile will stay empty (gender identity DOES NOT default to gender).</p> <p>Because CCA fosters a culture in which no one makes assumptions about gender expression, we encourage all students to select a gender identity.</p>
Where displayed	<p>External documents (i.e., documents shared with entities outside of CCA - not a comprehensive list)</p> <ul style="list-style-type: none"> <li>● Financial Aid documents</li> <li>● Immigration documents</li> <li>● Insurance rosters</li> <li>● Reports to collection agencies</li> <li>● Federal, state and accreditation reporting</li> </ul>	<p>Internal systems/documents (not a comprehensive list)</p> <ul style="list-style-type: none"> <li>● Workday</li> <li>● Symplicity (Housing &amp; Residential Education)</li> </ul>
Documents needed to update Workday Student	<p>Domestic students: one of the following:</p> <ul style="list-style-type: none"> <li>● passport</li> <li>● driver's license</li> <li>● California ID</li> </ul> <p>International student: passport ONLY</p>	None

<p>Approvals needed to update Workday Student</p>	<p>Student Records (all students) International Student Affairs and Programs (international students)</p>	<p>None</p>
<p>Additional notes</p>	<p>Most CCA systems receive information from Workday, and so updating your gender in Workday, with appropriate documentation, will update records elsewhere as well.</p> <p>Please note that there can be a delay in such data updates. Please confirm your gender in any systems that display such information if you update information in Workday.</p>	<p>Most CCA systems receive information from Workday, and so updating your gender identity in Workday will update records elsewhere as well.</p> <p>Please note that there can be a delay in such data updates. Please confirm your gender identity in any systems that display such information if you update information in Workday.</p>
	<p>As of 2020, Workday Student is configured to allow for three options for gender: Female, Male, and X (Unspecified/Non-Binary/Intersex).</p>	<p>Workday Student remains configured to allow for three options for gender identity: Female, Male, and Non-Binary.</p>
	<p>CCA primarily uses the gender field in Workday Student to generate its student insurance roster. Like many other insurance companies, CCA's student plan requires the reporting of sex with one of two binary categories that determine eligibility for medical services.</p> <p>Students with gender X and others whose gender in Workday may not align with their medical needs should contact <a href="mailto:healthinsurance@cca.edu">healthinsurance@cca.edu</a> as soon as possible.</p> <p>In some cases, it is advantageous to the student for CCA to report sex assigned at birth or sex that most closely aligns with medical needs (for ob/gyn care and mammograms vs. prostate exam, etc.) rather than legally recognized sex to our insurance broker. The latter will remain the gender that CCA recognizes in Workday.</p>	

## Pronouns in Workday and other CCA Systems

Students can update their Pronouns in Workday Student.

- Available options: He/Him/His, She/Her/Hers, They/Them/Theirs
- Faculty and staff who have access to student profile information in Workday can see students' Pronouns.
- For now, Pronouns in Workday do not populate the Portal or Symplicity (system for residential students).

Students have the option of updating their Pronouns in the Portal and making them visible to others.

- Available options: Students can populate the field with the pronouns of their choice.
- Students can make Pronouns (and other Portal profile information) visible to faculty, staff, and other students who are logged in to the Portal or make them visible to guest visitors to the Portal. By contacting the [Student Records Office](#), students can hide all profile information, including pronouns, even from the CCA community, but doing so makes it very difficult for members of the CCA Community to find them and will require additional paperwork before completing basic transactions such as requesting a transcript. Please see [My Portal Profile: Privacy Settings for Students](#) for more information.
- Currently, Pronouns that are updated in Workday Student do not populate Portal fields, but this is likely to change in the coming years so that students do not have to update multiple systems.

Residential students (those who live on campus) have the option of updating their Pronouns in Symplicity via the initial housing application or the "gender identity" field.

- Available options: Her/Hers/Herself, They/Their/Themselves, Him/His/Himself (or others as entered in the "gender identity" open field).
- Pronoun information is visible to Housing & Residential Education staff (including Residential Advisors and Front Desk Assistants)
- Currently, Pronouns that are updated in Workday Student do not populate Symplicity fields, but this is likely to change in the coming years so that students do not have to update multiple systems.
- Pronouns that are updated in Symplicity do not populate Portal fields, and vice versa.

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