

Procedures for Viewing a Class Roster Supportive of the Preferred First Name Policy

Students can request a Preferred First Name and, if approved, the University will use the student's preferred first name in all cases except those outlined in the Preferred First Name Policy: <https://www.iup.edu/social-equity/preferred-first-name-policy/>.

As the policy states, there are situations where the student's legal name must be used. A class roster is **not** one of those situations. However, if faculty or department personnel use roster functions in Banner like SFAALST or SFASLST, the **legal** name will appear – causing a problem for the student.

To ensure that you are adhering to the IUP Preferred First Name Policy, and so that we are treating the students who have requested a preferred first name with respect and professionalism, please receive class rosters **from these options only**:

- MyIUP
- D2L
- P Drive

To find the rosters in MyIUP, please log on, then click on “academics.” Once in the “academics” tab, scroll down to “course tools.” Under “course tools,” you will see “class list.” Class list is where you will get your roster. You can either scroll through all classes or use the search function and enter your CRN. Once you get your class, you can see all of the students in your class. You can then export this list to an excel spreadsheet or print the roster.

If there are any questions, please feel free to contact registrars-office@iup.edu.
Thank you very much for your time and commitment to our students.

Division of Academic Affairs
Office of the Registrar
LGBTQIA Support Office
Social Equity and Title IX Office