YES User Guide: Pronouns

A guide to selecting pronouns in YES. Selecting a pronoun is optional.

Contents

Selecting Pronouns

1. On the **Student Landing** page, click **Personal Information**.

Application Links

ACADEMIC PROFILE	COURSES AND ENROLLMENT	FINANCIAL	GRADUATION	RESOURCES
Academic Record	Course Eval Results	Billing Portal	Graduation Confirmation	Anchor Link
Degree Audit	Course Withdrawal	Financial Aid		Brightspace
Immersion Vanderbilt	Individual Study	Student Accounts		Handshake
Personal Information	Mobile YES	Direct Deposit		Online Module Program
Transcript Request	Student Registration			Writing Studio Appt.
	Transfer Credit			

2. Click on the **Personal Information** tab.

Applications »   Help | Logout:

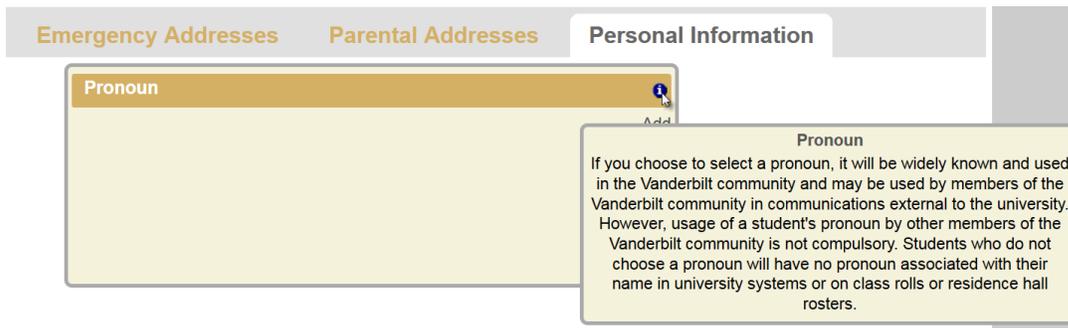| **Student Addresses** | Emergency Addresses | Parental Addresses | **Personal Information** |

| **Vanderbilt Email** | ⓘ | **Campus Box Address** |

| Student Addresses | Emergency Addresses | Parental Addresses | **Personal Information** |

Pronoun ⓘ
Add

Personally identifiable information about pronouns will be used for business purposes including, but not limited to, inclusion of pronoun information on class rolls and residence hall rosters and distribution of pronoun information to academic advisers and other offices which regularly contact students. Faculty and staff members, including student employees, will have access to this information. The distribution of this information is intended to facilitate the use of a student's pronoun in communications, including address in public settings, and, if you choose to select a pronoun, it will be widely known and used in the Vanderbilt community and may be used by members of the Vanderbilt community in communications external to the university. However, usage of a student's pronoun by other members of the Vanderbilt community is not compulsory. Students who do not choose a pronoun will have no pronoun associated with their name in university systems or on class rolls or residence hall rosters.

a. Hover over the blue Information icon for additional information about pronouns.

Emergency Addresses   **Parental Addresses**   **Personal Information**

Pronoun   ℹ
                                                            Add

Pronoun
If you choose to select a pronoun, it will be widely known and used in the Vanderbilt community and may be used by members of the Vanderbilt community in communications external to the university. However, usage of a student's pronoun by other members of the Vanderbilt community is not compulsory. Students who do not choose a pronoun will have no pronoun associated with their name in university systems or on class rolls or residence hall rosters.
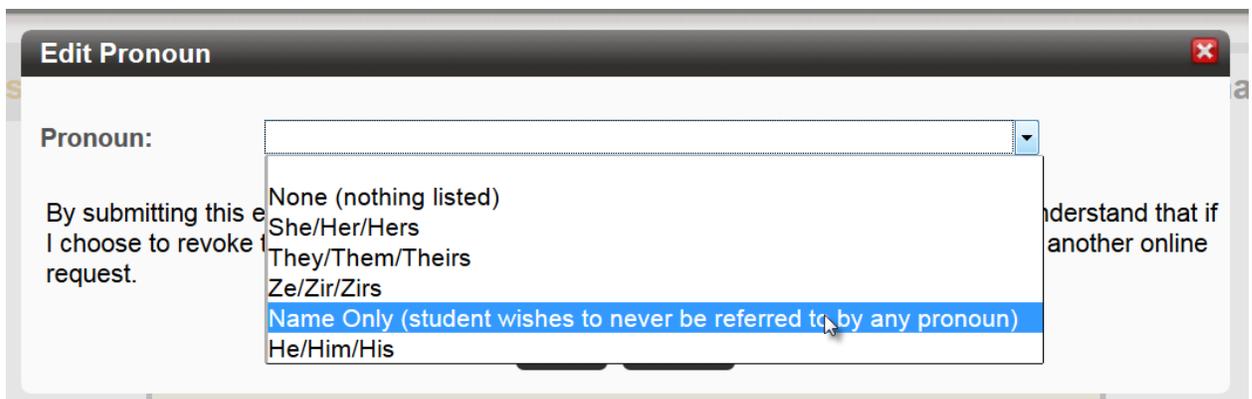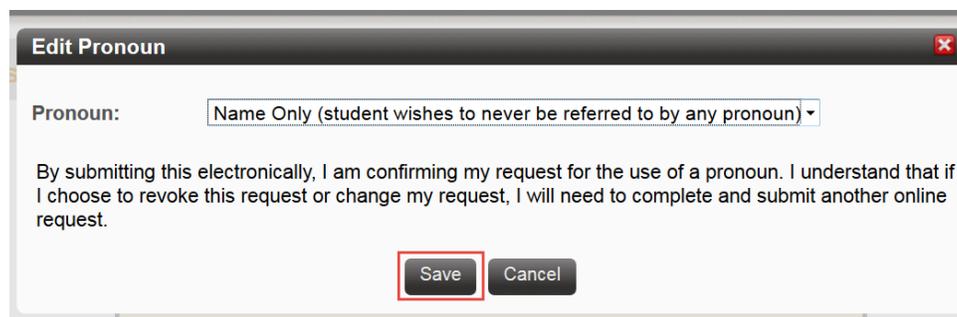
3. To select a pronoun, click **Add**.

Pronoun   ℹ

                                                            Add
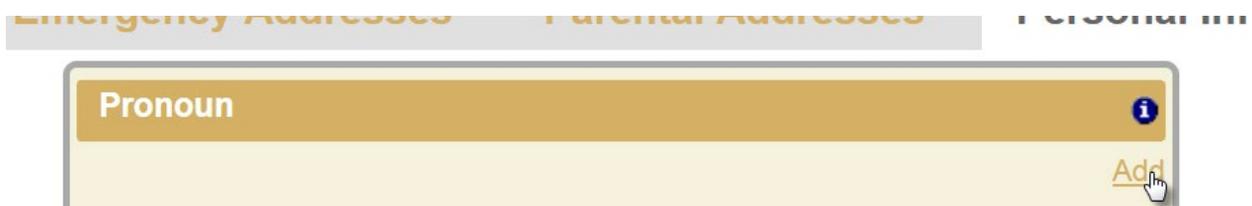
4. Select an option from the drop-down menu. **NOTE:** The default is None, meaning that no pronoun will display.

Edit Pronoun   ✖

Pronoun: ▼

None (nothing listed)
By submitting this e   She/Her/Hers   nderstand that if
I choose to revoke   They/Them/Theirs   another online
request.   Ze/Zir/Zirs
Name Only (student wishes to never be referred to by any pronoun)
He/Him/His

5. Click **Save**.

Edit Pronoun   ✖

Pronoun: Name Only (student wishes to never be referred to by any pronoun) ▼

By submitting this electronically, I am confirming my request for the use of a pronoun. I understand that if I choose to revoke this request or change my request, I will need to complete and submit another online request.

Save   Cancel

6. To change your selection, click **Edit**.

**Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions
or need additional assistance.**