

# Pronoun Best Practices & Navigating Digital Spaces

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# Pronouns Chart

## Pronoun Reference Sheet

She	Her	Her	Hers	Herself
He	Him	His	His	Himself
They	Them	Their	Theirs	Themselves
Ze	Zir	Zir	Zirs	Zirself
Xe	Xem	Xyr	Xyrself	Xemself
Ze	Hir	Hir	Hirs	Hirself
Per	Per	Per	Pers	Perself

# Pronoun Best Practices

**Share your pronouns with others when first meeting them if you are comfortable.**

**Use gender-neutral pronouns or simply their name if you don't know someone else's pronouns.**

**If you are asking someone their pronouns, you should really be asking every person you meet and not just the person who “looks trans”.**

**If you make a mistake, apologize quickly and sincerely, affirm your willingness to do better in the future, and move on.**

# Pronoun Best Practices Cont'd

It is really important that cisgender people share their pronouns in different spaces, rather than only the queer or trans people.

Pronouns can be different than someone's gender identity. You can have a non-binary gender identity and use binary pronouns and still be valid.

**My practice:**

- “Folks can introduce themselves to their own comfort level and what they feel like sharing. My name is Jarred, and I am the Sexual and Gender Diversity Advisor...”

# Calling In & Calling Out

*What do we do if someone uses the wrong pronouns to describe someone else?*

**Consider the following:**

- **Is the person who was misgendered out about their identity?**
- **Do you have permission to correct others on their behalf?**

*“Oh, the student’s pronouns are actually (insert pronouns)”*

Connect with staff in your department if it's possible to include pronouns on your business cards!



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Add your pronouns to your email signatures!



### Other areas to share pronouns:

- Your office door
- Departmental websites, staff directories, and bios
- Course syllabi
- Blank name tags – folks can add if they wish

Have buttons with pronouns available for students, staff, and faculty, and offer these at your programming.

# Navigating Digital Spaces

- Name changes at your school
- Email address changes at your school
- Class lists, and posting into course sites
- Students who are also employees

# Name Change Procedures

## With Legal & Without Legal Name Changes

At many institutions, students have the capacity to change their name at the institution **without** requiring any legal documentation.

### Considerations and Limitations:

- Student loans, banks, police record checks, student health insurance, transcripts, grad school applications
- International students and possible implications



# Name Change Procedures

## Snippet from University of Guelph's Change of Given Name(s) and/or Gender Identity Information Form

### Confirmation of Information Currently in University of Guelph Records

\*Current given name(s): First:  Middle:

\*Last/Family name:

\*Date of birth (YYYYMMDD):  \*Student ID #:

### NEW Name and/or Gender Identity Request

New given name(s): First:  Middle:

Graduation status: **I expect to graduate in the next three months** and would like this change in given name(s) reflected on my diploma. **If yes, please note** that this form must be submitted by the second week of May for June convocation ceremonies, the second week of September for October ceremonies, and the second week of January for February absentia conferrals.

Yes  No

I would like my gender identity to be recorded in the Student Information System as:

Male  Female  Another gender identity  Undeclared

My preferred salutation to be recorded in the Student Information System is:

Mr.  Mrs.  Miss  Ms.  No salutation

# Email Address Changes

When students have made changes to their names, there may be a desire to change their institutional email addresses.

Oftentimes, this is a separate process from submitting forms to Registrarial Services and this process might not be clearly communicated to students.

If your institutional process isn't clear – be sure to investigate this, likely through Registrarial Services or IT.

# Class Lists and Course Sites

Students who make name changes often have to consider when it is timely to do this – some may wait until the beginning of the semester.

Students who haven't made name changes may need to consider connecting with profs & TA's so that they can be referred to correctly.

# Students as Employees

## Consider the following:

- When students submit employee data forms, what name is **required** to be submitted? Do they need to disclose their “sex”?
- Do your student staff have employee email addresses? What names are being used to generate these?
- On T4’s and timesheets, what name will appear on these documents?