

# New Eph Update: First-Year Essentials



**August 15, 2023, EDITION 12**

**This is the second to last edition of The NewEph Newsletter!**

**Please take the time to review it carefully and ensure that all of  
your "to-dos" are complete ASAP.**

## **TELL US WHO YOU ARE!**

### **Update your personal information today!**

Biographic Data such as Race & Ethnicity, Gender Identity, Transgender Status, & Pronouns can be updated in Williams Student Records at any time.

- Log into [Williams Student Records](#)
- [Get more information here](#)
- Contact [registrar@williams.edu](mailto:registrar@williams.edu) with any questions

With the exception of pronouns which are shared with faculty and advisors so that they can address you correctly, this information is confidential. It is used for required reporting of aggregate statistics and to better understand how different groups of students are experiencing Williams and identify inequities in student experiences.

# Verify or update your personal information to make sure you're being identified correctly at Williams!

Go to: [sarah.williams.edu](https://sarah.williams.edu)


Then: *Student Records > Profile > Personal Details > Biographic*

## ① Race/Ethnicity

### IPEDS Ethnicity

Are you Hispanic or Latino? 

- ☐ Yes  
☐ No

Select one or more races 

- ☐ American Indian or Alaska Native  
☐ Asian  
☐ Black or African American  
☐ Native Hawaiian or Pacific Islander  
☐ White

## ② Gender Identity

\*Gender Identity

- ✓  
Another gender identity  
Female  
Male  
Prefer not to answer

## ③ Transgender Status

\*Transgender Status

- ✓  
Not Trans or Transgender  
Prefer not to answer  
Trans or Transgender

## ④ Pronouns

\*Pronouns

- ✓  
Another  
He/Him/His  
He/They  
Name/Name/Name  
She/Her/Hers  
She/They  
They/Them/Theirs  
Unknown  
Ze/Hir/Hirs  
Ze/Zir/Zirs  
Zhe/Zher/Zhers

More info & data privacy guidelines at [bit.ly/williams-identity-data](https://bit.ly/williams-identity-data)

## Why do we collect data on Students' Identities?

All higher education institutions in the U.S. that receive federal funding are required to report aggregate statistics about students, faculty, and staff. This includes counts of how many people are in each race/ethnicity and gender category. But beyond this, this information is used to better understand how different groups of students are experiencing Williams and identify inequities in student experiences.

There are 4 types of Biographic Data that can be updated in Williams Student Records at any time by logging into [Williams Student Records](https://sarah.williams.edu) and navigating to *Student Records > Profile > Personal Details > Biographic*.

### Pronouns

The pronouns you choose are made available to instructors and assigned academic advisors so that they can address you correctly. You may also choose

to leave this section blank if you wish.

## **Gender Identity**

For external reporting, internal analysis, and in its data systems where possible, Williams categorizes students as male, female, or another gender. Because “another gender” encompasses a wide range of identities, students can describe their identity in a text box.

This information is confidential and only shared with staff who need access in order to do their jobs. It is not available to instructors.

We understand that gender identity may depend on the context in which it's being asked. Gender identity data collected in PeopleSoft can be thought of as data that will be used in aggregate reporting. For example, we'll use these categories when reporting course enrollment or major counts by gender. In contexts where individual gender identity may be needed for a specific purpose, like housing or travel, the relevant campus office will do a separate collection of gender identity data.

## **Transgender Status**

This information is confidential and highly restricted. We collect transgender status for internal purposes only, so that we can have a better sense of the size of the trans and transgender population on campus and better understand trans experiences in order to better address the needs of our transgender students.

## **Ethnicity**

Williams collects race and ethnicity data in accordance with requirements from the federal government. The categories are established by the National Center for Educational Statistics. You may choose to update your responses to the race and ethnicity questions at any time. This information is confidential and only shared with staff who need access in order to do their jobs. It is not available to instructors.

## **Data Privacy**

Race, ethnicity, gender identity, and transgender status are confidential information. While we are required to report publicly on total numbers of students by race, ethnicity, and gender identity, we don't share individuals' identities publicly or in communication with family members or others, unless we have explicit student consent to share this information, or are required by law. Within Williams, this information is only shared with staff who need access in order to do their jobs. Faculty, for example, do not have access to individual students' race and ethnicity, gender identity, or transgender status. They do have access to student pronouns. Information on students' transgender status is seen by a far more restricted group of staff who need access in order to support and conduct data analysis.

[Read more about how the College uses this data.](#)

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# FINAL NOTICE: Get these done before you arrive!!!

Today marks 16 days until you arrive on campus. That's right, **16 DAYS!** If you have not completed the following forms, engaged the learning modules, or watched the tutorial videos, please do so **ASAP**.

- **Student Forms** on [Student Records](#), including accommodations requests, communications release form, religious affiliation form, and more! Complete them all.
- **Your Student ID:** Do you want access to your dorm? Looking forward to that first meal swipe? If you haven't done so already, you must submit your photo to [css-access@williams.edu](mailto:css-access@williams.edu) this week. If you do not submit your photo well ahead of your arrival, you may encounter significant delays in acquiring your student ID and accessing much of the campus.
- **Health Form Requirements** for Incoming Students: If you haven't submitted your health forms before arrival, you will not be allowed to check in to housing, participate in events on campus, or attend classes. [Submit your forms now!](#)
- Complete your academic preparation **GLOW course** - [Academic Advising at Williams](#)
- Complete your [Welcome to Williams Libraries](#) **GLOW course**
- Get your **free Klean Kanteen Water Bottle** - complete the [Sustainability GLOW course](#)
- **Your Honor Code responsibility:** Hear the wisdom of your peers and avoid problems - watch the student produced [Honor Code video](#) before you arrive
- Finally, **after everything above is completed**, we encourage you to [review the newsletters](#) from this summer and enjoy the introductory videos from your First-Year Dean, Student Financial Services, Integrative Wellness Services, The Davis Center, Campus Safety Services, Housing and Campus Life, The Chaplains' Office, The Williams Libraries, '68 Center for Career Exploration, and the Dean's Office. All the friendly folks who put these videos together for you can't wait to meet you!

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## SNEAK PEAK: Next Week's Edition

## The Final Edition!

- Title IX module - REQUIRED
- What to expect for First Days - from arrival day to first class day, we'll look at the highlights you can expect for your First Days experience!

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**FIRST-YEAR LANDING PAD**

**MEET THE DEAN OF STUDENTS TEAM**

**QUESTIONS & ANSWERS**

**LET US KNOW WHAT YOU NEED HELP WITH!**

**PAST EDITIONS**

**FOLLOW US FOR EVENTS, UPDATES, & MORE!**

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For All New Ephs — [first-year@williams.edu](mailto:first-year@williams.edu) /413-597-4171

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