

## Updating your Honorific in the Online Directory

**Upon completion of a doctoral degree**, the following steps should be completed to have one's honorific changed to Dr. on the Online Directory:

1. Send an email from one's Indiana State University email account to [Margaret Welch](#) and [Nancy Hauger](#) requesting the change in one's honorific
2. Be sure to include your University ID in the email to assist in identifying the correct person.
3. The doctorate will be verified and the updated information regarding the degree will be entered into BANNER.
4. Once the update is complete, it will take until the next day to appear on the directory

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