Name Pronunciation: Process for Recording

To ensure that students’ names are pronounced correctly at the White Coat Ceremony, Commencement, and numerous events in between, we have instituted a process for all students to audio record their names with BUMC Educational Media. The process takes no longer than a couple of minutes and helps guarantee that there are no problems with the pronunciation of names at important events.

Before calling, please note:

- Call from a landline rather than a cell phone to ensure that your recording is clear and audible without static or audio drops; and
- Call from a quiet place without background noise so that your voice is recorded clearly.

Instructions for recording your name:

- Please call the Educational Media Center at (617) 638-4378 to leave a voice message. At the voicemail tone prompt, repeat your first name, middle name, and last name (and suffix, if applicable) three times slowly and clearly. At the end of your message, include a phone number or email address in case we need to reach you about your recording.

Example: “John Michael Smith, John Michael Smith, John Michael Smith, 555-123-4567, jmsmith@bu.edu.”

Note: Your first, middle, and last name may not be read in its entirety at all events.

Please contact the Office of Student Affairs (617-638-4166) with any questions.