

Student ID#: _____

Last Name: _____ **Legal First Name:** _____ **Middle Initial:** _____

Personal Email Address: _____ **Phone Number:** _____

Overview:

The College recognizes that some students may prefer to use a first name other than their legal name to identify themselves. As long as the use of a preferred first name is not for an improper purpose, the College acknowledges that a preferred first name can and should be used where possible in the course of the College business and education. Students may use a preferred first name wherever a legal name is not required on internal documents, communications, systems, and web portals. Examples include, but are not limited to:

- Student identification cards
- Email and calendar entries
- Class rosters and advisor lists
- Learning Management Systems
- Awards and registrations

This form does not change a student’s legal name. A student’s legal name shall be used on all College documents, systems and communication external to the College and/or where a legal name is required. Examples include, but are not limited to:

- Finance records
- Student accounts records
- Student personally identifiable information
- Student directory information
- Payroll records
- Health records
- Official transcripts federal immigration documents
- Interaction with government agencies

To change your legal name on all College records, a court order or other acceptable legal documentation is required.

Once a preferred first name has been requested, that name will be used by the College as detailed above until the student withdraws his/her request for the use of a preferred name.

The College reserved the right to modify, change, alter or rescind at any time and at its discretion its Changing Biographical Data policy.

If the use of a preferred first name is for an improper purpose, including but limited to misrepresentation or attempting to avoid a legal obligation, a student may be subject to disciplinary action, up to and including expulsion. This document does not form a legally binding or enforceable contract.

Preferred First Name: _____

Student Signature (required): _____ **Date:** _____

Office of the Registrar Use Only:

Date Received: _____ **Date Entered:** _____ **Initials:** _____