



V

Office of the Registrar

Preferred First Name Request

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*¹ in the course of 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
- Diplomas, awards, and recognitions

This form does not change a student’s legal name. A student’s legal name shall be used on all College documents, systems and communications external to the College and/or where a legal name is required. Examples include, but are not limited to: financial aid records; student accounts records; student personally identifiable information; student directory information; payroll records; health records; official transcripts; federal immigration documents; and interactions 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 first name. The College reserves 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 not 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.

To request a preferred first name, present this form at the Registrar’s Office along with a College ID.

Preferred First Name: _____

Legal last name: _____ Legal first name: _____ MI: _____

Email address: _____ V#: _____

Signature: _____ Date: ____ / ____ / _____

¹ For the availability of preferred first name on school records, please contact the Registrar’s Office for further information.