

**Preferred First Name
Protocol and Approval Form**

In March 2016, the Board of Trustees approved a policy, providing students the opportunity to designate a preferred first name within CCC student records systems. This policy appears in the Academic and Student Policy Manual.

Following is the protocol for a student to designate a preferred first name:

1. The student completes the form *Student Request to Designate a Preferred First Name*. Forms are available in the Dean of Student Services and Registrar's Office.
2. The Dean of Student Services reviews the request and either approves or rejects the request based on the three criteria in the policy.
3. The Dean of Student Services notifies the student of the decision.
4. If approved, the Registrar's Office records the preferred first name in Campus Solutions.

Where will the preferred first name appear?

The preferred first name will appear in the Student Services Center, the Campus Solutions grade and class rosters, Navigate, Brightspace, and the welcome banner in the student portal. "Mapping" continues in OIT to have the preferred first name appear in all student record systems unless the legal name is required for financial aid, business, or other legal purposes.

Preferred First Name Policy

(b) Preferred First Name (Section 8.02 Name Change)

CCC recognizes that some students identify themselves with names other than their legal name and acknowledges that a preferred first name should be used whenever possible in the course of CCC business and education, except where the use of the legal name is necessitated by CCC business, legal or compliance requirement. CCC permits a student to designate a preferred first name in addition to their legal (primary) name within the student information system.

Some students who indicate a preferred first name may also choose to be referred to by a preferred pronoun. CCC encourages the CCC community to use a student's preferred pronoun.

CCC reserves the right to approve use of the preferred name and in which information systems and student records it will and will not appear. The preferred first name must meet each of the following criteria to be approved for use:

- Is a first name which the student is already using in day-to-day life
- Is not used to avoid a legal obligation or misrepresent oneself, and
- Is not offensive or otherwise inappropriate.

Students may not change their preferred name more often than once per academic year.

Student Request to Designate a Preferred First Name

CCC recognizes that some students identify themselves with names other than their legal names and may desire that a preferred first name should be used whenever possible in the course of CCC business and education. To designate a preferred first name in addition to your legal name within CCC information systems, complete and sign this form and return it to the Registrar's or Students Services Office.

The preferred first name appears online in the Student Services Center, certain class rosters, and the welcome banner in the my.ccc.edu student portal. CCC continues to identify additional places where the first name will appear. In certain instances, especially where limited by financial aid and business rules and legal requirements, only the legal name will appear.

CCC reserves the right to approve the use of the preferred name and in which information systems and student records it will and will not appear. The preferred first name must meet the following criteria to be approved for use:

- Is a first name that the student is already using in day-to-day life.
- Is not used to avoid a legal obligation or otherwise misrepresent one's identity.
- Is not offensive or otherwise inappropriate.

A student's designation or changing of a preferred first name is limited to once per academic year. A student's preferred first name will be disclosed as "directory information" unless the student refuses to permit such disclosure.

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|--------------|--|
| Student ID # | |
| Campus | |

| | |
|--------------------------------|--|
| Legal Name | |
| Preferred 1 st Name | |

| | | |
|---|-----|----|
| Is the preferred first name you have designated a first name that you are already using in day-to-day life? | YES | NO |
|---|-----|----|

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|---|-----|----|
| Is the preferred first name you have designated used to avoid a legal obligation or otherwise misrepresent your identity? | YES | NO |
|---|-----|----|

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| Request for display name in Outlook (student email) to be updated. | YES | NO |
|--|-----|----|

| | |
|-------------------|--|
| Student Signature | |
| Date | |

| | |
|------------------------|--|
| CCC Approval Signature | |
| Date | |

| Internal Use Only | | | |
|--|---|-----------|------------------|
| Student record updated | Y | N | Signature: _____ |
| Display Name Change on (Email) Requested to cohelpdesk | Y | No Change | Signature: _____ |
| | | | Date: _____ |