

DUTCHESS

COMMUNITY COLLEGE

REGISTRAR'S OFFICE

Preferred Name Change Form

Add preferred name
 Change preferred name
 Remove preferred name

Section 1: Student Identification Legal name as it currently appears on your school records:		
<hr/>		
First Name	MI	Last Name
<hr/>		
Student ID: _____	Date of Birth: _____	
<hr/> Personal Email Address: _____ (*required for IT to make the change to the DCC email address)		
Section 2: Preferred Name <u>Preferred name:</u> <hr/> Only first and/or middle name may be changed to a preferred name; alphabetical characters only		
Section 3: Student Signature		
<hr/> Student Signature		<hr/> Date

Please note:

- Not all DCC information systems, databases, and processes may be able to display a preferred name. Students should be prepared to reference their legal name.
- The use of a preferred name is not intended for the purposes of avoiding legal obligations, in jest, or for misrepresentation.
- The College reserves the right to remove a preferred name if deemed inappropriate.
- Legal documents, such as academic transcripts, can only display the legal name of the student.
- This is NOT a legal name change. Therefore, government identification of a name change is not necessary.

<u>FOR OFFICE USE ONLY:</u>
Processed by: _____
Date: _____

See Reverse Side for Preferred Name FAQs

Preferred Name FAQs

What is Dutchess Community College's Preferred First Name Policy? DCC recognizes that some members of our college community wish to use a first name other than a legal first name to identify themselves. As long as the use of this different first name is not for the purpose of misrepresentation, the college will utilize the Preferred First Name for Blackboard, Starfish, Degree Works and your college email address.

Your legal first name will appear on all other College records and documents. A student's legal name will remain unchanged in all other College related systems.

What is a Preferred First Name? A preferred first name is one that you choose to be called that is different than your legal first name. *This does not apply to nicknames.*

- Last name must remain the same as the full legal last name in the College record system
- The preferred name may be used in some College communications and informational materials, except where the use of the legal name is required by College business or legal need. This may include but is not limited to financial, medical, and law enforcement documents; transcripts; W-4 forms; 1-9 forms; 1098-T forms; payroll documents; Visa/immigration documents; employment applications and related documents; background check documents; insurance documents; and student conduct records
- Preferred names are limited to alphabetical characters (a-z)

Development to accommodate use of a preferred name in College systems is ongoing. Not all College information systems, databases, and processes may be able to display a preferred name and many uses of an individual's name require display of the legal name; therefore, individuals who utilize a preferred name should always be prepared to reference their legal name and provide corresponding identification when necessary. A preferred name designation is not a legal name change.

How can I change to my preferred name? A preferred name can be changed by emailing the form to angela.romano@sunydutchess.edu. Please note the request must come from your DCC email.

Can anyone update my preferred name?

No. Only you as the student can update your preferred name.

Can I set my preferred name to whatever I want?

You may set your preferred name to whatever you would like. However, the college reserves the right to remove a preferred name if determined inappropriate.

Can I use my preferred name for everything at DCC?

No. Your preferred name can only be used and will only appear on Blackboard, Starfish, Degree Works and your college email address will be updated. All changes are manual and will not all change at the same time. Please allow 3-5 business days to see the changes reflected in all places. On all other College records and documents, your legal name will appear.

The college reserves the right to remove a preferred name if it is used inappropriately, including but not limited the purpose of misrepresentation, to be disruptive, or to attempt to avoid a legal obligation. A hold will be placed on the students account if inappropriate entries are submitted.

How do I change my legal name?

Students who wish to change their legal name can obtain the Student Change of Information form in the Registrar's Office. In order to change your legal name, you must show official proof of the new name. Acceptable documentation is: Driver's License, Court Order, Marriage Certificate, Social Security Card, Divorce Decree, US Military ID or any other court papers for a legal change of name.