

Changes to Student Name

The office of the Registrar is responsible for maintaining a student's official academic records, and as such is the office that processes student name changes at Central Community College.

1. Chosen Name Procedure:

Central Community College recognizes that faculty, staff, and students may use a name other than their legal first name to identify themselves. These may include, but are not limited to, people who use their middle name instead of their first name, people who use nicknames, people who use an anglicized name, or people who use a name that affirms their gender identity.

Central Community College supports that students, faculty, and staff may use names other than their legal name to identify themselves, regardless of whether they have legally changed their name, except where their legal names are required by law. The use of a chosen name cannot be for misrepresentation or for illegal purposes.

**At Central Community College, we welcome and embrace the creativity and individualism of our community. However, we do reserve the right to reject inappropriate requests such as offensive or derogatory language. As well, name changes may not be used to avoid legal obligations or for illegal purposes. The purpose of the chosen name policy is to foster a campus environment that both encourages self-expression and affirms identity; we expect to approve all name changes that do not contravene this purpose.*

Upon request, the CCC Registrar's office will add a student's chosen first name to the student's record. This will not change the college's records of the student's legal name. Students and employees with a current CCC ID who complete the Name Change form can obtain a new CCC ID (no charge) with their updated Chosen or Legal Name.

Chosen Names will be used in the following systems and records:

Canvas Learning Management System*	CCC Student ID
College mail/email correspondence*	Dean's List*
Directory Listings*	Email*
Student Planner*	WebCentral*

While some of these systems can be updated immediately, others will be updated only on a semester basis, as noted with the * above.

Legal Names will continue to be used in the following systems and records:

Admissions Records	Diploma and Certificates
Financial Aid & Scholarships Records	Immigration Documents
Medical Records	Student Billing/Accounts
Transcripts	

To request a Chosen Name Change, please complete the required information on this form and return it to the Central Community College Registrar.

2. Legal Name Change Procedure

The name on your official college records is the name that appears on your original application for admission to Central Community College. If you wish to change this name, please read the following directions carefully.

Central Community College requires proof that your name has been legally changed to update your official college records. To request a name change, you must fill out the Name Change Request form and provide documentation showing your legal name change. Acceptable documentation includes a Marriage Certificate, Birth Certificate, Court Order, Certificate of Naturalization, Passport, or State-issued Driver's License. The legal name recorded in the college's database will be the name that appears on your official records, diploma, and in the graduation program. The following changes to your name are permitted:

- **Legal first, middle & last name:** Legal first/middle/last name may be changed if you provide required documentation. When changing your name based on marriage, you may replace your maiden name with your married name or use both names. When changing your name based on divorce, you may replace your married name with your maiden name.

Student ID # or Date of Birth			
Current Address			
City/State/Zip Code			
Current Legal Name on Record (Old Name)			
First Name		Middle Name	
Last Name			
Change Legal Name (New Name)			
First Name		Middle Name	
Last Name			
Proof of Legal Documented Change			
Check and attach one of the following:			
		State Issued Driver's License	
		Birth Certificate	
		Passport/Certificate of Naturalization	
		Marriage Certificate	
		Court Order	
		Social Security Card	
☐ I am requesting that my username be changed to reflect my new first name. NOTE: This change will be made after grades are posted for the requested semester			

Chosen Name Change

First Name		Middle Name	
Last Name			
☐ I am requesting that my username be changed to reflect my new chosen first name. NOTE: This change will be made after grades are posted for the requested semester			

Signature _____ Date: _____

Please return the completed form to:

- Student Records and Registration office on campus
- Mail to College Registrar, Central Community College, PO Box 4903, Grand Island, NE 68802
- Scan to registrar@cccneb.edu