



CSCU

Request to Use Preferred First Name or Used Name

Directions: Complete form and present it and photo ID to a staff member at the Registrar's Office. All reasonable requests will be granted. This form will change the applicant's first name on institutional documents and records as allowed by law (excludes official documents such as credentials and transcripts.) Documents and records that may display a preferred or used name include: course rosters, identification cards, email addresses, and honors, awards and prizes issued by the institution. Include hyphens, apostrophes, commas, periods, and spaces. Other special symbols cannot be entered onto your records. Sign the form after presentation to office personnel.

Personal Information

Student ID Number _____ Birth Date _____

Legal Name as it appears now on records _____

Requested Preferred First Name or Used Name _____

Current Address _____

City/State/Zip Code _____

Phone _____ Email Address _____

I affirm that I am the above named person and that the information presented is true.

Student Signature _____ Date _____

Office Use Only

Received and Verified by _____ Student Folder/Records Changed _____

Notations _____

Student Notified of Change _____ Internal Notifications _____

Comments _____



What is Preferred First Name?

Some Asnuntuck Community College students are known by a first name that is different from their legal first name. In an effort to accommodate these students, the College has created a preferred first name option in select locations. While anyone is welcome to use a preferred first name, there are several groups of people for whom this option is invaluable. For example, some students are known by a middle name or a nickname and are hard to identify when their legal name is used. Additionally, this option will allow transgender students to use a preferred first name on campus prior to or without pursuing a legal change of their first name. Many international students may also find this option helpful if they use a nickname during their course of study in the United States.

Use of a preferred first name on ACC's photo ID is optional. Please see the Information Center to obtain a photo ID.

Required use of legal first name

In some instances, students' legal names must always be used regardless of whether preferred names have been added to the system. Legal names will always appear on all external use reports and documents including, but not limited to, employment paperwork and paychecks, accounts payable checks, student billing, financial aid forms, tax forms, official College transcripts, official diplomas, and any other documents required by law. (Note: name changes on official College documents must be preceded by a legal name change processed by state and/or federal authorities. Submit documentation to ACC Registrar's Office for entry into in the student database. Examples of correct documentation include: new Social Security Card, marriage/divorce certificate, probate court decree....)

If students are using a preferred name in the campus system, they must be prepared to use legal name and identification in all instances where legal identification or official information is necessary. In addition to the areas noted above, a College ID card that displays a preferred name cannot be used as a valid form of identification where it is normally accepted such as in DHS I-9 hiring forms, and in some states for voter check-in during official elections. All students with a preferred name on a College ID card are encouraged to obtain a legal State ID, driver's license, international ID, and/ or a Federal Passport for identity verification purposes when needed.

The use of a preferred name may also trigger more intensive examinations when seeking certain federal or state security clearances or background checks. You are encouraged to disclose this information to your investigating authorities ahead of time to avoid unexpected discrepancies and delays.

Any student found to have abused this service for the purposes of fraudulent representation will be subject to a student conduct investigation.

Disclaimer:

The College reserves the right to decline requests for a preferred first name change.

Notice of Non-discrimination: *Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Timothy St. James, Interim Dean of Students/Title IX Deputy, tstjames@asnuntuck.edu (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.*

Políticas Antidiscriminatorias: *Asnuntuck Community College no discrimina por razones de raza, color, creencias religiosas, edad, género, nacionalidad, estado civil, ascendencia, historia presente o pasada de discapacidad mental o física, problemas de aprendizaje, orientación sexual, Identidad y expresión de género, o información genética, en sus programas o actividades. Adicionalmente Asnuntuck no discrimina individuos por razones pertinentes a la categoría de veteranos o historia criminal. Las siguientes personas han sido designadas para resolver cualquier inquietud pertinente a las políticas antidiscriminatorias: Timothy St. James, Interim Dean of Students/Title IX Deputy, tstjames@asnuntuck.edu (860) 253-3011 and Deborah Kosior, 504/ADA Coordinator, AS-DisabilityServices@asnuntuck.edu (860) 253-3005, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082.*