

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, 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.

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

- WebCentral*
- CCC Student ID
- Moodle Learning Management System*
- Email*
- Directory Listings*
- Deans List*
- College mail/email correspondence*
- Student Planner*

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

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

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

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

Equity and Compliance Manager, Lauren Slaughter, will assist in answering questions about the Chosen Name Procedure. She can be contacted at (308)398-7548.

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 in order to change the record of your legal name on official college records. In order to request a name change, you must complete the Name Change Request form and present documentation that your name has been legally changed. The types of documentation that constitute proof of legal name change are: Marriage Certificate, Birth Certificate, Court Order, Certificate of Naturalization, Passport, or State Issued Driver's License. The legal name as maintained in the college's database will be the name that appears on your Central Community College official records, on your diploma, and in the official commencement program. Changes permitted to your name are as follows:

- 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.

Legal Name Change

| | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--|
| Student ID # or Date of Birth | | | |
| Current Address | | | |
| City/State/Zip | | | |
| Legal Name currently on Record at CCC: | Legal Documented Change: Check and attach one of the following: <input type="checkbox"/> State Issued Driver's License <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Passport/Certificate of Naturalization <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Court Order <input type="checkbox"/> Social Security Card | | |
| First Name | | First Name | |
| Middle Name | | Middle Name | |
| Last Name | | Last Name | |
| <input type="checkbox"/> I am requesting my username to be changed to reflect my new legal name. NOTE: This change will be made after grades are posted the requested semester | | | |

Chosen Name Change

| | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| Student ID # | | | |
| Request to Chosen Name: | | | |
| First | | | |
| Middle | | | |
| Last | | | |
| <input type="checkbox"/> I am requesting my username to be changed to reflect my new chosen name. NOTE: This change will be made after grades are posted the requested semester | | | |

Signature _____ Date: _____

Please return 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 transcripts@cccneb.edu