



PREFERRED FIRST NAME REQUEST

To request a preferred first name, bring this completed form to the Registrar & Records Office, Eldridge Hall, Room 102, along with your college ID. Once the change is made you will receive a confirming email. This email serves as a record of the change.

Your preferred first name will be used in place of your legal name on Canvas and internal class rosters.

In addition, faculty and staff will see your preferred first name when using the following:

- Advisee listing
- Class rosters
- Electronic directory
- Final grade submission
- Housing rosters
- Mid-term evaluations
- Student transcript search page (not the transcript itself)

To change your name on your college ID, please take a copy of the confirmation email to Public Safety, which will issue a new ID reflecting your preferred name.

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College ID

LEGAL NAME:

Last Name	First	MI
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Local Address: Street	Apt. No.	E-mail
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City	State	Zip Code	(_____) Telephone Number
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PREFERRED FIRST NAME:

Date of Birth: _____

Signature (REQUIRED)	Date
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MCLA recognizes that many students, faculty and staff prefer to use first names other than their legal ones to identify themselves. As long as the use of this preferred first name is not for the purpose of misrepresentation, the college acknowledges that a "preferred first name" can and should be used where possible in the course of college business and education.

Please note: the preferred name is used solely for MCLA's internal systems. All official college correspondence will use your legal name. Official transcripts, enrollment verifications, third party database systems, other databases used at MCLA, and all external communications, such as home-town newspapers (dean's list announcements), etc., will continue to use your legal name.

Your preferred first name can be changed no more than once an academic year during your time at MCLA.

Disclaimer: This policy does not form a contract of any kind and may be modified, changed, altered or rescinded at the discretion of MCLA. Inappropriate use of the preferred first name, including but not limited to misrepresentation or attempting to avoid a legal obligation, may be cause for denying the request.