



Use of Chosen Name

Chaffey College is committed to providing an equitable and safe environment for all students. Recognizing that there are those who prefer to use names other than their legal names to identify themselves, effective March 19, 2018, we will accept requests from students to use a Chosen First Name where possible in the course of Chaffey College business and education.

Under Chaffey's Chosen Name policy, any student may choose to identify a chosen first name in addition to their Legal Name. Students may request this service by submitting a Student Update Form in the Admissions & Records Office on any Chaffey campus.

Frequently Asked Questions

- ***What is a chosen name?***
A chosen name is a name that you can designate to be used on class rosters in place of your legal first name. It is a name that you wish to be identified by, and is different from your legal name.
- ***What is a legal name?***
A legal name is the name that appears on your passport, driver's license, birth certificate, or U.S. Social Security Card.
- ***How do I add my chosen name?***
Complete a Student Update Form in the Admissions & Records Office at any Chaffey campus. A photo ID will be required. Upon submission, your request will be reviewed by the Director of Admissions & Records. Once your chosen name is approved, it will appear on class rosters and other locations where a legal name is not required by law.
- ***What are the guidelines for adding a chosen name? Can it be whatever I want?***
You may designate a chosen first name only. Your legal last name will remain unchanged and will be included in your chosen name. Chosen names are limited to alphabetical characters, a hyphen, and/or a space. Generally you can set a chosen name to any name, but the College reserves the right to reject a chosen name if it is used inappropriately, for misrepresentation, or fraud. Such usage may also subject the student to disciplinary action in accordance with college

policy. (Example: names containing foul or inappropriate language as deemed by Admissions & Records; names used for the purpose of misrepresentation.

- ***Where will chosen names be used?***

Chosen names will be used in class rosters, grade rosters, wait lists, Add Codes, and the Chaffey ID card (upon request). Other locations may be identified and changed in the future. Since Chaffey College utilizes multiple student information systems, there may be a delay in changing your name in some areas.

- ***When will chosen names not be used?***

Chosen names will not be used in cases where the legal name is required, including, but not limited to, official transcripts, financial aid documents, diplomas, payroll records, and Federal immigration documents.

- ***Can I change my chosen name?***

Once you have selected a chosen name, you may only change it back to your legal name.

- ***How can I correct or change my legal name?***

You can change your legal name by completing the Student Update Form and submitting it to the Admissions & Records Office on any Chaffey campus. You will need to present official documentation that your name was legally changed.

- ***Who can I call for more information?***

Please contact the Admissions & Records Office at (909) 652-6600 with any questions.