



Contra Costa Community College District

Contra Costa College Diablo Valley College Los Medanos College

Date Stamp & Operator initials

Request for Preferred Name

Information: We recognize that students want to use names other than their legal name to identify themselves. We will authorize the addition of a preferred first name (in addition to your legal name) as long as the purpose is not misrepresentation. The preferred first name may be used in appropriate college processes and communications except where the legal name is required. Your user name and email will not change. *The College reserves the right to deny or remove a preferred name if it is used intentionally for misrepresentation or is deemed inappropriate. Complete the information below to add a preferred name.*

Places Where Preferred Name is Used:

Class Rosters
Learning Management System (Canvas)
Student ID Card
Email Communication

Places Where Legal Name is Used:

Student Accounts (1098T)
Financial Aid
Verification of Enrollment
US Postal Mail

Transcripts
Diplomas

Legal Name: _____ Student ID# _____

(Last, First, Middle)

Preferred Name (first name only): _____

Signature: _____ Date: _____

Official Use Only: Approved Denied _____ Processed _____ IT Notified
Signature: _____ Date: _____

Revised 1/11/17



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