

Preferred Name

Delta College recognizes that as a community its members use names other than their legal names to identify themselves. As long as the use of a different first name is not for the purposes of misrepresentation, the college agrees a student or staff member may choose to identify themselves within the college's information systems with a preferred first name in addition to their legal name. This preferred first name may be used in appropriate college processes and communications except where the use of the legal name is required for college business or legal need.

1. How do I set a preferred name?

- complete the Preferred Name form
- submit the form in person to the Registrar's Office (D-102)
- present photo identification
- form may be submitted via email to registration@delta.edu if ID is also submitted with the form

2. Can I set my preferred name to whatever I want?

Yes, but the college reserves the right to deny or remove a preferred name if it is used intentionally for misrepresentation, or is deemed inappropriate.

3. Can I use my preferred name for everything at the college?

No. Your legal name will continue to be used in business processes that require use of the legal name.

Places Where Preferred First Name can be used

- Class Rosters
- MyDelta Class lists
- Learning Management System (D2L)
- Email and Username
- Name Badge – (turn in old, get new free)

Places Where Legal First Name is Used

- Student Accounts
- Financial Aid
- Tax Forms
- Responses to enrollment inquiries such as verification
- Official Transcripts
- US Postal Mail

Request for Preferred name change:

Student ID number: _____

Legal Name: (on License or other legal documents):

Last, First, Middle

Preferred Name (first name only):

Signature: _____ **Date:** _____

Note: Preferred name will be used for username, Delta email name, class rosters, eLearning.
Legal name remains on transcripts, tax forms, financial aid, US Postal Mail, & student records