

# ARC 407

## Use of Student Legal and Chosen Names

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<b>Purpose</b>	This policy establishes the parameters for the use of a student's chosen name and/or legal name by Clackamas Community College (CCC).
<b>Summary</b>	<p>As part of creating a student record, Clackamas Community College (CCC) requires students to provide their legal name as represented on government-issued photo identification (driver's license, passport, military ID, tribal ID, Alien Registration card, etc.). The College also recognizes that many students use names other than their legal name to identify themselves for a variety of personal and/or cultural reasons. CCC allows the use of a chosen name when a legal name is not required.</p> <p>Documents which require legal names include but are not limited to: financial, medical, and law enforcement and background check documents, transcripts, W-4 forms, I-9 forms, payroll documents, Visa/immigration documents, etc. Allied Health and other programs such as Nursing may require the use of the legal name for background checks, official health, clinical and certification requirements.</p> <p>CCC allows students to use a chosen name in the following areas:</p> <ul style="list-style-type: none"><li>• Class rosters</li><li>• ID card</li><li>• College email address</li><li>• Awards and recognition</li><li>• Diplomas</li><li>• Colleague, Moodle, MyClackamas, Self-Service, Navigate, and other software systems</li></ul>
<b>Related</b>	ARC 407P Use of Student Legal Name and Chosen Name Procedure
<b>Effective Date</b>	Anticipated AY 2020-2021

END OF POLICY

# ARC 407P

## Use of Student Legal Name and Chosen Name

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### For Applicants:

1. Student includes their legal name and their chosen name in the designated spaces provided in the online CCC application.
2. The CCC Registration & Records office notes the legal name and the chosen name (if applicable) from the application and ensures this information is reflected in identified College systems (Colleague, Moodle, MyClackamas, Self-Service, Navigate, and other software systems).
3. Students may contact [registration@clackamas.edu](mailto:registration@clackamas.edu) with questions or needed corrections.

### For Current Students:

1. Student submits the Student Information Update form to the CCC Registration & Records office to indicate that they want their legal name or chosen name updated in identified College systems.
2. Registration & Records staff will process the Student Information Update form for updates in Colleague and will work with the related offices (E.g. Information Technology Services (ITS) and Office of Institutional Effectiveness and Planning) for this update to be reflected in all College systems.
3. Registration & Records staff will notify the student when the update has been made and will provide instructions for the student to receive a new ID card (free of charge).
4. Students may contact [registration@clackamas.edu](mailto:registration@clackamas.edu) with questions or needed corrections.

### Last Reviewed

Last Reviewed and Updated	Date:
Maintained By	CCC Registrar