



# Preferred/Chosen First Name

Admissions & Records: (916) 660-7340

NCC: (530) 274-5302

Tahoe/Truckee: (530) 550-2209

Sierra College is moving the campus culture to one where students are known by their preferred/chosen first name. A preferred name is about what students want to be called, not what other people prefer to call them. Students should indicate a preferred name only if they want staff and faculty to refer to them by a name that is different than their legal name. The reverse of this form will indicate where preferred/chosen name will used, and where legal name will remain.

Complete this form and submit to the Admissions & Records Office or the Student Engagement Center. Allow four weeks for processing. A student can submit one form per academic year. If the form is submitted after the beginning of the term, then it is the student's responsibility to inform their instructors of the preferred name change.

## Student Information:

Legal Name: \_\_\_\_\_  
Last First MI

Student ID#: \_\_\_\_\_

Preferred/Chosen First Name: \_\_\_\_\_

Request email change to reflect preferred/chosen name:  Yes  No

If you have requested to have your email changed, a notification will be sent to your personal email address on file. Please verify that your personal email address is updated in your mySierra account.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Office Use Only:

Initials \_\_\_\_\_ Date \_\_\_\_\_

Processed \_\_\_\_\_

## INFORMATION FOR STUDENTS

### Preferred/Chosen Name is Displayed:

- \_\_\_\_\_ Canvas
- \_\_\_\_\_ Student ID Card (Coming Soon)
- \_\_\_\_\_ Library systems (Coming Soon)
- \_\_\_\_\_ Class Rosters
- \_\_\_\_\_ Degree Works (Coming Soon)
- \_\_\_\_\_ District approved online coursework discussion groups
- \_\_\_\_\_ Counseling Center
- \_\_\_\_\_ Sierra Connect as well as other scheduling & student support/retention software
- \_\_\_\_\_ Diplomas
- \_\_\_\_\_ Student email account
- \_\_\_\_\_ Health Center Check In

### Legal Name is Displayed:

- \_\_\_\_\_ Academic Certifications
- \_\_\_\_\_ Bursars Office Documentation
- \_\_\_\_\_ Campus Security
- \_\_\_\_\_ Federal and State Requests for Information
- \_\_\_\_\_ Financial Aid
- \_\_\_\_\_ International Student Documentation (SEVIS, USCIS)
- \_\_\_\_\_ National Student Clearinghouse
- \_\_\_\_\_ NCAA specific Athletics Rosters
- \_\_\_\_\_ Official & Unofficial Transcripts
- \_\_\_\_\_ Paychecks and pay stubs
- \_\_\_\_\_ Student Employment
- \_\_\_\_\_ Tax documents
- \_\_\_\_\_ Human Resources Records
- \_\_\_\_\_ Any off campus communications (such as any letter sent to a permanent address, communication with emergency personnel, licensing boards)