

## **Preferred/chosen Name Change**

You may indicate a preferred/chosen first name that will appear in documents internal to your CCSNH college. The preferred/chosen first name will be used in the places listed below, regardless of whether you have legally changed your name.

A preferred/chosen name is a name a student wishes to be known by in the CCSNH system that is different from a legal name. CCSNH preferred/chosen names applies only to first names, surnames can be changed with a legal name change.

If you have completed a legal name change process you should connect with your campus Registrar's office.

### **Places Where Preferred/chosen First Name Will Display:**

- Navigate Platform
- Canvas\*
- Rosters in Canvas (Faculty)
- Rosters in SIS
- Advisee Lists
- Degree Works
- IT Service Desk
- SIS: Student Information System where legal name is not required
- Rave Alerts system
- TLC
- TargetX
- Housing Director\*
- CCSNH Easy Login (By request. This may require a change to students Easy Login)
- Student I.D. (By request. If a preferred/chosen name is used ID will not be able to be used as a legal form of identification (*link to additional page or section with contacts for each college*).

\*Canvas and Housing Director also allows students to select their preferred/chosen pronouns.

### **Places Where Legal First Name is Required to be Used\*:**

(Please note: Staff in these areas are expected to use a student's preferred/chosen name in their correspondence and conversation with a student. However, students will need to reference their legal name to be identified in the system.)

- Financial Aid Office
- Residency Documentation
- Official Transcripts
- Student Hiring Process (work study or student hourly)
- Student Identity Record (in addition to preferred/chosen name)
- Bursar Office for payment or refund documents

\*Licensing regulations, external sites, and related policies may limit the use of a preferred/chosen name in place of a legal name. Students should speak with their program directors, department chair, etc., regarding these potential regulatory limitations.

**The usage of preferred/chosen first name at CCSNH is an ongoing process. Additional processes will continue to be evaluated.**

Note: Employees will see both legal and preferred/chosen first names. Similar to GPAs and other sensitive information, these staff are trained on the implications of this access.

**Steps to Indicate Your Preferred/chosen First Name**

Complete the form required to update your information at your home campus. Submit to the Registrar’s office. Change may take several days to update within the CCSNH system.

If you have questions about the college policy or experience you would like to report, please connect with your institution’s designated employee.

Institution	Contact Person	Role	Email	Phone
Great Bay CC	Susan Proulx	Dir. of Financial Aid	<a href="mailto:sproulx@ccsnh.edu">sproulx@ccsnh.edu</a>	603-427-7617
Lakes Region CC	Laura LeMien	AVPASA	<a href="mailto:llemien@ccsnh.edu">llemien@ccsnh.edu</a>	603-366-5221
Manchester CC	Lindsay Conway	Asst. Dir. Of Advising	<a href="mailto:Lconway@ccsnh.edu">Lconway@ccsnh.edu</a>	603-206-8144
Nashua CC	Lizbeth Gonzalez	VPSCA	<a href="mailto:Lgonzalez@ccsnh.edu">Lgonzalez@ccsnh.edu</a>	603-578-8928
NHTI CCC	Rebecca Dean	Interim VPSA	<a href="mailto:rdean@ccsnh.edu">rdean@ccsnh.edu</a>	603-230-4000 x4131
River Valley CC	Maureen Znoj	Associate Vice President Academic & Student Affairs	<a href="mailto:mznoj@ccsnh.edu">mznoj@ccsnh.edu</a>	603-542-7744 x5143
White Mountain CC	Mark Desmarais	VPSA	<a href="mailto:mdesmarais@ccsnh.edu">mdesmarais@ccsnh.edu</a>	603-342-3009