

## ARC 407P

# Use of Student Legal and Chosen Name Procedure

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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: February, 2021
Maintained By	CCC Registrar