



Preferred Name Identification Form

Purpose: To recognize that many people use a first name different than their legal name to identify themselves, Camden County College establishes the following procedure to allow students and employees to indicate their preferred first name to the College community.

Important Information about where the changes will and will not be available: There will be instances where your legal name will still be used. This includes any legal college documents such as official transcripts, records from the registrar, grading and government/state documents, financial aid records, payroll, and federal and state aid documents.

Camden County College will use the indicated preferred first name on certain college documents that are not listed above. These documents include student ID cards, class rosters and some online systems such as the MyCCC Portal/Canvas once the form is approved and the change has been made in the system (when possible). Camden County College reserved the right to deny or remove a preferred name without notice for the reasons indicated below.

- used to misrepresent a person’s identity
- used to misappropriate the identity of another person or organization
- as an attempt to avoid a legal obligation
- as something that may be harmful to the reputation or interests of the college
- any derogatory, obscene, offensive or otherwise inappropriate message

If a preferred name is denied, the person will be notified with an opportunity and instructions to appeal.

Note: Changing to a preferred first name does not change your legal name in the Camden County College system nor will it be reflected in your student email address. Preferred names will need to be approved by the College and processed through our Student Records or Human Resources department.

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Legal Name: _____
(last name, first name, middle name/initial)

Preferred First Name: _____

Student/Faculty ID Number: _____

Signature: _____ Date: _____

By checking this box, I understand and agree to the preferred name procedure and understand that my preferred name will appear on some but not all of the Camden County College systems and documents.

Camden County College will make every effort to display and included your preferred name where possible and appropriate as well as make a good faith effort to update our systems accordingly.