

# CHOSEN FIRST NAME

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Students may request the use of a chosen name which differs from a legal name change. Students may choose to use a first name that differs from their legal documented name, and/or that matches their gender identity or expression.

A chosen name will appear on class and grade rosters, and if requested on CCRI ID cards\*\* and in the CCRI email\*\* (see information below\*\*). Students are welcome to indicate that they would like their chosen name to appear on their diploma, as indicated on the graduation application. The chosen name *will not* appear on official transcripts. Official documentation is *not* required for a change in chosen name.

To request a chosen name, please email [records@ccri.edu](mailto:records@ccri.edu) from your CCRI email account. To request an update to your username/email, please email [helpdesk@ccri.edu](mailto:helpdesk@ccri.edu) from your CCRI email. Please include your CCRI student ID with all messages.

\*\*CCRI ID card and email changes should be requested prior to a semester start. Updating the documents mid-term may affect a student's access to required course material, i.e., Blackboard.