

Office of the Registrar
Chosen Name/Campus Name Policy

Purpose – This policy provides guidance for the establishment of a chosen name / campus name, within the College’s information system, Jenzabar.

Policy – Cedar Crest College recognizes the need or preference for members of the College community to refer to themselves by a first name other than their legal first name. As long as the use of this name is not intended for the purposes of avoiding legal obligations or for misrepresentation, the College acknowledges that a chosen name /Campus name, can be used where possible in the course of College business and education.

Only the first name may be designated to appear as a Chosen name, in systems which can accommodate it. The person’s Chosen name may be used in College communications and informational materials except where the use of the legal name is required by College business or legal need. Not all College information systems, databases, and processes may be able to display a preferred name, and many uses require display of the legal name; therefore, individuals who utilize a preferred name within College systems should always be prepared to reference their legal name and provide corresponding identification when necessary.

The College reserves the right to refuse a Chosen name/Campus name. Instances that may result in this prohibition include arbitrary or repeated name changes; the use of profane words; names that may be used for fraudulent purposes, or other situations deemed appropriate.

Examples as set forth below, the individual is free to determine the Chosen name They want to be known by in the College’s information systems. Only the first name may be designated for the Chosen name; the last name must remain the same as the full legal last name in the system. The following list provides examples of appropriate name options at this time:

A shortened version of the full legal name may be used (for example, Thomas, to Tom)

Initials may be used (Stacey Marie to S.M.; Mary Ann to M.A.)

A different first name than the legal first name may be used (Christine to Cory; David Craig to Christy)

In the instances where a member of the College community utilizes a Chosen name in various College information systems, it should be understood that for College business it will be necessary that the legal name be used wherever the legal name is required by College business or legal need. This may, but is not limited to, include financial, medical, and law enforcement documents, transcripts, diplomas, enrollment verifications, transfer and external credit processes, W-4 forms, I-9 forms, payroll documents, Visa/immigration documents, personnel files, employment applications and related documents, background check documents, and insurance documents.