

Chosen Name/Campus Name FAQ

Do I have to enter a Chosen name?

No, you do not have to enter a chosen name. This is a service for people who wish to be known by something other than their legal name. If you regularly use your legal name it will already be displayed as your chosen name/campus name

Can I use my chosen name for everything at the College?

Chosen name will be used except where legal name is absolutely necessary. Examples of where your legal name are necessary include, but are not limited to, financial aid documents, payroll, official transcripts, and federal immigration documents. In some situations, it may be necessary to clarify that your chosen name is different than your legal name. Examples of this include, but are not limited to, official interactions with campus police, law enforcement, and verification of medical records.

For legal record data, you may be asked to validate and provide identifiers. This is for legally required information and we ask that you prepare for these interactions. When communicating with college employees who handle legal records, it is recommended that you start by providing your student ID number and stating you have both a chosen name and legal name in college systems. You can provide one or both in your interactions on campus.

Who has access to my legal and chosen names?

Staff with an administrative need (e.g., police, health, financial services; Registrar, human resources) will see both legal and chosen names. Similar to GPAs and other sensitive information, these staff are trained on the implications of this access.

When will my chosen name show up on my class roster?

Changes will appear within 1-3 business days of the day Registrar form was submitted.

How long will it take for my chosen name to start appearing in campus systems?

Typically, chosen name requests will be processed within 1-3 business days of submission in MyCedarCrest. Once processed, the chosen name will update into the majority of campus systems in 7-10 business days. To change your email and Falcon Net Directory, you must process the IT Form.

Will my chosen name appear in the Falcon Net Directory?

Yes. Once you have submitted your MyCedarCrest Campus name request and it has been processed by the Registrar's office, you can also submit the IT form to request the Falcon Net Directory and email to be updated. Be advised that once processed, the global directory in Microsoft will be updated immediately, however, individual email directories can take a couple of weeks to update in all campus computers.

IT Form: <https://cedarcrest.teamdynamix.com/TDClient/2020/Portal/Requests/ServiceDet?ID=41731>

How do I update my CCC email address?

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once you have submitted your MyCedarCrest Campus name request and this has been processed by the Registrar's office. Then your next step is to formally request the change through the IT form. Please follow this link to request this change;

IT Form: <https://cedarcrest.teamdynamix.com/TDClient/2020/Portal/Requests/ServiceDet?ID=41731>

How many times may I change my chosen name?

Changing your legal name in college systems to a chosen name can have ripple effects throughout your day-to-day experiences. Changing your chosen name more than once can lead to confusion regarding your identity, challenges in customer service, and/or the interruption of your ability to access some college systems.

May I change my chosen name to whatever I want?

When possible, your chosen name should only include alphabetical characters (A-Z and a-z), a space, or hyphen (-). Using other symbols may prevent your name from appearing as you prefer in campus software. It is a violation of the Cedar Crest College Chosen/Campus Name Policy to indicate a chosen name for the purposes of misrepresentation or fraud. New chosen names are reviewed by the Registrar's Office.

What happens if someone enters an inappropriate chosen name?

Any chosen names that may be deemed to be an attempt at misrepresentation, fraud, or interpreted as offensive will be reviewed by the registrar's office and the Dean of Students and can be then denied. For employees, potentially inappropriate names will be reviewed by human resources.

How do I delete my chosen name?

If you have entered a chosen name and later decide that you would prefer to use your legal name everywhere on campus, simply contact the Registrar's Office.

Why I am not allowed to indicate a chosen last name?

To ensure that instructors and other staff are able to appropriately identify you for class attendance, grading, and other college purposes. Last name changes can only be changed through a legal name change.

I have more questions about my chosen name and/or the Chosen Name Policy, who can I contact?

Contact the Registrar's Office for inquiries about the Chosen Name Policy.

How do I correct or change my legal name at the college?

Contact the Registrar's Office

How does the chosen name policy affect my F-1 and J-1 students?

Chosen name is for use within the college community. International students may feel free to select a chosen name for on-campus use. However, this does not apply in situations where one's legal name is required to be used. For the purpose of F-1 or J-1 student visa status, the legal name must be used on I-20s and DS-2019s. An individual's legal name is what appears in the passport.

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How would college mail be affected?

In order for the College mail to have your chosen mail on file you will need submit the IT Form. through this form the College mail office will be notified, and they will have both legal name and chosen name on file to direct mail arriving.

IT Form: <https://cedarcrest.teamdynamix.com/TDClient/2020/Portal/Requests/ServiceDet?ID=41731>

Places Where Chosen Name is Used

Unofficial Transcript (however the document cannot be downloaded)

Online Class Roster

Online Grade Rosters

Canvas

Handshake

Housing Rosters

College Judicial Records (along with legal name)

Finish line

Commencement Program

Online Campus Directory (After IT Form is submitted)

Display Name for Email (After IT Form is submitted)

Cedar Crest App (After IT Form is submitted)

Places Where Legal First Name is Used

ADP

Student Accounts

Financial Aid

Enrollment verifications (unless you have chosen FERPA Exclusion)

CCC Transcript and grade report

School of Education teacher certification records

Human Resources (Employment Documents)

Immigration and Visa-Related Documentation

Required State and Federal Data Submissions

CCC Diploma

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Can I have my chosen name printed on my official College ID?

If you submit a chosen name request to the Registrar's Office after you have already obtained your first CCC ID card with your legal name on it, take your legal name ID card to the Conference services located in the TCC garden level and let the staff know you would like to have an updated card with your chosen name on it. As long as you turn in your existing CCC ID card, there will be no charge.

Am I required to get a new I.D.card?

No, the decision to request a new card is entirely optional.

Can I use my prefer name for my graduation ceremony?

If a Chosen name/Campus name is on file that name will be used during the graduation ceremony and program unless otherwise indicated during the application for graduation form.

Note: A student's legal name will be published on diplomas and official transcripts.

Does this policy apply to employees?

Yes, this policy includes staff and faculty. Staff and faculty systems will update through the same process as students and in a similar timeline. In addition, employees may enter a preferred name directly into the ADP payroll system. <https://workforcenow.adp.com/workforcenow>

Policy Contacts

Registrar's Office

https://my.cedarcrest.edu/ICS/Current_Students/Registrar's_Office/

Dean of Students

https://my.cedarcrest.edu/ICS/Student_Affairs/Emergency_Resources_for_Students.jnz

Center for Diversity and Inclusion

[https://my.cedarcrest.edu/ICS/Current_Students/Center_for_Diversity_and_Inclusion_\(CDI\)/](https://my.cedarcrest.edu/ICS/Current_Students/Center_for_Diversity_and_Inclusion_(CDI)/)

Office for International Students and Scholars

https://my.cedarcrest.edu/ICS/Current_Students/Academic_Services/International_Student_Services.jn

z

Human Resources

<https://www.cedarcrest.edu/hr/>