

Legal Name & Preferred First Name Information for Students

Recognizing that many students use preferred first names other than their legal ones to identify themselves, the College of Marin offers the option of the use of a preferred first name in some college systems and in some records.

Current technical limitations to the College of Marin's Student Information System (Banner) prevent the full use of preferred first name display. COM is actively pursuing a solution to this limitation in order to help foster a more welcoming, supportive, and respectful campus climate for all students.

Note: The preferred first name is not a legal name change. Students who are legally changing their name should follow the Enrollment Services process for SSN and Name Changes.

Inappropriate use of a preferred first name, including, but not limited to, misrepresentation or attempting to avoid a legal obligation, may be cause for denying a student's use of the name. Approval to use a preferred first name is at the sole discretion of College of Marin Office of Enrollment Services/Registrar.

Where Preferred First Name May Be Used (See Instructions)

Canvas

- Discussion Boards
- Class lists/rosters
- Chat/Discussion Rooms

Student ID Card (COM Card)

Commencement Program

Diploma

Where Legal First Name is Used

Official Transcript

Class Rosters for in-person courses

Enrollment Verification

Degree Verification

Student Accounts

Financial Aid

Student Employment

SEVIS (Immigration status reporting)

Federal and State Agency Reporting

First initial in MyCOM Student Email and Login

Legal Name & Preferred First Name Instructions for Students

Adding a Preferred First Name to Your Record

Complete the Preferred First Name Request at the Office of Enrollment Services.

Completing this form will change your Preferred First Name on the Commencement Program, Diploma, and allow you to use your Preferred First Name on your COM Student ID.

Using your Preferred First Name in Canvas

In Canvas, you have the ability to add a profile picture, update your name, add a bio, and include an alternative email address or cell phone number to receive notifications. Note that some fields such as your COM email address cannot be changed. For instructions see <http://ol.marin.edu/faqs-troubleshooting>

Using your Preferred First Name on your COM Card

Once your Preferred First Name is entered by Enrollment Services it will automatically be used when your COM Card is printed.

PREFERRED FIRST NAME REQUEST

_____	to	_____
Current First Name		Preferred First Name
_____		_____
Student ID # (M00)		Date of Request

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ES OFFICE USE ONLY <input type="checkbox"/> UPDATED SPAIDEN – INITIAL _____ DATE PROCESSED – _____ Give Copy to Student - Keep Original for Records
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Student Signature