



Chosen Name

County College of Morris (CCM) recognizes that some of its students use a name other than their legal name to identify themselves. To encourage a more open and inclusive campus environment, CCM allows students to use a first name different from their legal first name on certain college records. The goal of this service is a consistent chosen name experience across college systems and use of a chosen name wherever a legal name is not necessary.

Chosen First Name/Legal Last Name will appear on: *alumni records, class rosters in Colleague and Titans Direct, commencement programs, Dean’s List, diploma, faculty advisee list, student ID cards*

Chosen First Name will not appear on: *financial aid records and correspondence, billing records and correspondence, official and unofficial transcripts, health records, pay checks and pay stubs, study abroad travel forms, time entry system, transfer credit evaluation, tax records and CCM email address account. At this time, **Chosen Name will not appear on BlackBoard** – we anticipate this to be updated sometime in the near future*

Please Print:

Chosen First Name _____

Legal First Name _____

Legal Last Name _____

CCM ID# _____

I understand that by submitting this request County College of Morris reserves the right to deny my request or remove my chosen name if it contains inappropriate or offensive language, or if the name is being used for misrepresentation.

Student Signature _____ **Date** _____

(May use Chosen First Name and Legal Last Name)

Records and Registration Office Use Only

Rec and Reg Processed By: _____ **Email Notification Sent** _____

EPDB Processed _____

Date: _____

REG 01/2020