

The Colorado Community College System (CCCS) recognizes that many of its students, faculty, and staff go by a name other than their legal name. As long as the use of a preferred first name is not for the purpose of misrepresentation, the system acknowledges that a preferred first name should be used whenever possible in the course of system business and education. Inappropriate use of the preferred name (including but not limited to avoiding a legal obligation, vulgarity or misrepresentation) may be cause for denying the request. The college reserves the right to remove a preferred name if it is used inappropriately.

Examples of preferred first names that will not be approved:

- Names used for the purpose of misrepresentation
- Names containing non alpha characters
- Names containing foul or inappropriate language

CCCS has currently established procedures to allow someone to use their preferred first name, other than their legal first name, on their college records including, but not limited to:

- CCCS Faculty Class Rosters (Students only)
- Degree Check (Students Only)
- Desire to Learn (Students Only)
- ID Cards (Done by colleges if able)
- Diplomas (Done by colleges if able)

CCCS is in the process of establishing procedures so that a preferred first name can be used for the following records:

- Banner Self Service Pages (Students, Faculty, and Staff)
- E-mail addresses (Students, Faculty, and Staff)
- Additional college communications to the student that don't require their legal name

How to provide or change a preferred first name:

- Students have the opportunity to provide a preferred first name when they apply.
- Preferred first names can be added or changed for students by the college's Office of the Registrar.
- Preferred first name can be added or changed for Faculty and Staff by contacting the colleges HR office.

Notes on legal name change*:

For name change on the following CCCS documents, a legal name change is required:

- Transcripts
- Financial records
- Employment and payroll records (includes all reporting and official communications) NOTE: HR and Payroll records must use the name that appears on the Social Security Card.
- Enrollment and/or degree awarded data (Clearinghouse and SURDS).
- Official Financial aid documents (Like FAFSA and Loan information).

*See [change authorization matrix](#) for who to contact in order to change a legal name:

To change the name on these records, you must make a legal name change through state authorities and contact the appropriate office. If a student has an employee or payroll record, their name must be changed via HR.

Name Display Order:

CCCS has established the following name display order that will be used whenever possible in our systems for all non-legal communication:

- FML: Name Prefix - Preferred First Name (Or first name if no preferred), Middle Initial . Last Name - Name Suffix.
 - Example: Connie R. Smith
- LFM: Last Name , Preferred First Name (Or first name if no preferred) , Middle Initial . Name Suffix.
 - Example: Smith, Connie R.