



Update Preferred Name

Upon submission of your preferred name, your choice of preferred name will be reviewed by the Office of the Registrar. Once your preferred name is approved, it will appear in the Nickname section in Power Campus and Self-Service. If your preferred name is not approved, your legal name will remain the only name on your record at the college.

Examples of preferred names that will not be approved:

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

Ringling College has established procedures which would allow you, if you so desire, to use a name different than your legal name on the following college records:

- Ringling College account name
- Student Email account
- Ringling College ID card
- Power Campus Self Service
- Canvas
- Draw
- Library Information System

Because of processes that exist between the email system, Power Campus, and the identity management system changing the Ringling College account name and the student email account can only be done during the time in-between semesters.

Preferred Name Changes can be made with the Office of the Registrar only once.

Notes on legal name change:

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

- Transcripts
- Degree certificates
- Financial records
- Employment and payroll records
- Enrollment data
- Financial aid documents and mailing information

To change the name on these records, you must make a legal name change through state authorities.

I agree to the terms and conditions as outlined above:

New Preferred Name: _____

Student Signature: _____

Print Student Name: _____

ID#: _____

Date: _____

Office Use Only

Approved by Registrar: _____

Preferred Name updated: _____

IT Notified: _____

Student Affairs Notified: _____