



Preferred Name Change

You may indicate a preferred first name that will appear in documents internal to MCC. Complete this [form](#) and submit it to the Registrar's Office at MCCRegistrar@ccsnh.edu. Changes may take several days to update within the CCSNH system.

Your preferred first name will be used in the places listed below, regardless of whether you have legally changed your name.

A preferred name is a name a student wishes to be known by in the CCSNH system that is different from a legal name. CCSNH preferred names applies only to first names, surnames can be changed with a legal name change. If you have completed a legal name change process you can also use this [form](#).

Places Where Preferred First Name Will Display:

- Navigate
- Canvas*
- Class rosters in Canvas & SIS
- Advisee Lists
- Degree Works
- IT Service Desk
- SIS: Student Information System
- Rave Alerts system
- CCSNH Easy Login (By request, contact MCCITSupport@ccsnh.edu. This may require a change to your Easy Login)
- Student I.D. (By request at the library. If a preferred name is used, ID will not be able to be used as a legal form of identification.)

*Canvas also allows students to [select their preferred pronouns](#).

Places Where Legal First Name is Required to be Used*:

(Please note: Staff in these areas are expected to use a student's preferred name in their correspondence and conversation with a student. However, students will need to reference their legal name to be identified in the system.)

- Financial Aid Office
- Residency Documentation
- Official Transcripts
- Student Hiring Process (work study or student hourly)
- Student Identity Record (in addition to preferred name)
- Bursar Office for payment or refund documents

*Licensing regulations, external sites, and related policies may limit the use of a preferred name in place of a legal name. Students should speak with their program directors or department chair regarding these potential regulatory limitations.

Note: Employees will see both legal and preferred first names. Similar to GPAs and other sensitive information, these staff are trained on the implications of this access.

If you have questions about the college policy or experience you would like to report, please connect with Jackie McPhillips Balcerak, Director of Advising jbalerak@ccsnh.edu , 603-206-8141