MORENO VALLEY COLLEGE

Admissions & Records
Chosen Name or Gender Identity Changes

This form must be submitted with photo ID.

Name on File: _____

Last Name   First Name   Middle Initial

Student ID: _____   **Date of Birth:** _____ _____ _____

Month   Day   Year

<u>Chosen Name:</u> Your chosen name will appear on class rosters, student photo ID, and communications from the District. Your legal name will appear on transcripts, degrees/certificates, or financial aid disbursements. Your original RCCD student email address and Canvas login will not change. Please allow 3-5 business days for your RCCD student email display name to change.

Chosen Name:

_____

Last Name   First Name   Middle Initial

<u>Optional:</u>

Gender Identity:

☐ Agender	☐ Gender fluid	☐ Polygender
☐ Androgynous	☐ Genderless	☐ Transgender
☐ Bigender	☐ Genderqueer	☐ Other
☐ Cisgender	☐ Intergender	
☐ Demigender	☐ Nonbinary	

Personal Pronoun:

☐ She/Her/Hers	☐ Ze/Hir/Hirs	☐ Name as Pronoun
☐ He/Him/His	☐ They/Them/Their	

Sexual Orientation:

☐ HET Straight/Heterosexual	☐ BIS Bisexual	☐ DEC Decline to State
☐ HOM Gay or Lesbian/Homosexual	☐ OTH Other	

<u>Next Steps:</u>
- Get a new MVC student ID card!
- If enrolled in a Canvas class, update your display name. Login to Canvas and go to Account > Profile.

Student Signature: _____   **Date:** _____

Email completed form to admissions@mvc.edu

***************FOR OFFICE USE ONLY***************

Workflow:
1. Update chosen name fields in BIO and initial and date form.
2. Go to CI Badge, change name, and print new ID card. DO NOT assign new card in WELLS.
3. Submit form to designated individuals for completion of the following:
   a. Update answers to Optional questions in Colleague.
   b. Request email display name update from IT. Footprints ticket should be submitted with the subject *Update Student Email Display Name – [student name]*. Initial and date form after ticket is submitted.
4. Scan form in OnBase under Change of Information form document type.

_____

Received By   Date

_____

Ticket Submitted By   Date