



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

Chosen Name: 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

Optional:

Gender Identity:

- | | | |
|--------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Agender | <input type="checkbox"/> Gender fluid | <input type="checkbox"/> Polygender |
| <input type="checkbox"/> Androgynous | <input type="checkbox"/> Genderless | <input type="checkbox"/> Transgender |
| <input type="checkbox"/> Bigender | <input type="checkbox"/> Genderqueer | <input type="checkbox"/> Other |
| <input type="checkbox"/> Cisgender | <input type="checkbox"/> Intergender | |
| <input type="checkbox"/> Demigender | <input type="checkbox"/> Nonbinary | |

Personal Pronoun:

- | | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> She/Her/Hers | <input type="checkbox"/> Ze/Hir/Hirs | <input type="checkbox"/> Name as Pronoun |
| <input type="checkbox"/> He/Him/His | <input type="checkbox"/> They/Them/Their | |

Sex:

- | | | |
|---------------------------------|-------------------------------|----------------------------------|
| <input type="checkbox"/> Female | <input type="checkbox"/> Male | <input type="checkbox"/> Decline |
|---------------------------------|-------------------------------|----------------------------------|

Next Steps:

- 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 _____