

FAQ section.

Preferred Name Request

Champlain College Saint-Lambert is proud to offer the chance for its students to request the use of a Preferred First Name.

Champlain College Saint-Lambert recognizes that some of its students choose to use a preferred first name other than their legal first names to identify themselves. A preferred first name is a name that you commonly use that is different from your legal first name.

To acknowledge this reality, the Registrar's Office has developed a form that will allow students to request a modification to their first name in the Champlain College Saint-Lambert Pedagogical Systems.

Once the Registrar's Office approves the request of a student, all teachers of that given student will receive an email advising them of a change to their class list.

The preferred name will be used in all internal systems such as:

- LEA
- Student ID card
- MIO
- any future correspondences with the student

Complete and return the form to the Registrar's Office by MIO.

Who can use the process?

Anyone who feels the need to use a name that is different from their legal name.

Why would I want to change my name?

We do not get to choose our name at birth, and yet our identity revolves around names. Names carry tremendous baggage and power, and it is only fair to have a choice to decide how we are known. Reasons might include:

- Your name does not reflect your gender identity
- You have two names, but use only one of them
- You want to avoid microaggressions associated with your name
- You feel uncomfortable with your given name for any reason
- And more.

What if the student who requests a change is not yet 18?

Your name was given to you when you were born, before your sense of identity developed. Even if a student is not yet 18, they are still better placed to make a choice than they were at birth. College is an environment where students learn to be more independent, and being given the choice to go by a preferred name can be a way to exercise that independence.

Where will the preferred name be shown?

Your preferred name will appear on any document that is not legal (e.g. MIO, Student ID, class lists, etc.)

Is there a risk that the program will be misused?

If someone uses the program to give themselves an inappropriate name, the chosen name will show on all non-legal documents. The risk of widespread embarrassment is a strong deterrent for misusing the program. According to both Concordia and McGill Universities, who already have a similar program in place, there have been no misuses since the program was put in place, that is to say, 2011 and 2012 respectively.



PREFERRED NAME MODIFICATION FORM

Champlain College Saint-Lambert recognizes that some of its members choose to use first names other than their legal first names to identify themselves. A preferred first name is a name that you commonly use that is different from your legal first name

Modifying your first name in the Champlain College Saint-Lambert systems means that your preferred name will be used on any document that is not legal, such as class lists, the Omnivox system, LEA, MIO, Virtual Student ID and any future correspondence with you. On legal documents, such as transcripts, ministerial diplomas, tax receipts, letters of attestation, your legal first name will be used

By completing this form, you agree to the following:

- This form cannot be used to change your surname (last name or family name)
- This form does not legally change your name, but only changes your first name in the Champlain College Saint-Lambert pedagogical systems
- Your legal first name will still appear on any legal documents such as transcripts, ministerial diploma, tax receipts, letters of attestation and any other documentation that is produced for official purposes

Authorization

I have read, understood and accept the information above regarding the change of my legal first name to my preferred first name in the Champlain College Saint-Lambert systems. (initials:_____)

Preferred First Name*

Student ID: _____

Last name: _____

Legal first name: ____ Preferred first name: _____

Reason for Request – (optional)

*Please indicate the reason behind your request for a **preferred** first name change. Note that this information will be collected for statistical reasons only*

Reason for Request:

- Gender
- Westernization
- Other (please elaborate) _____

Signature: _____

Date: _____

*** Once completed please send this document to the Registrar’s Office by MIO on Omnivox.**