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**Administrative Procedure**  
Chapter 5 – Student Services

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## **AP 5900 AFFIRMED/PREFERRED NAME**

### **References:**

No specific references

The Superintendent-President, will be responsible for the administration and implementation of these procedures.

### **Affirmed/Preferred Name**

Long Beach City College seeks to provide an inclusive and non- discriminatory environment, therefore, LBCC students, including transgender and gender non-conforming students, may opt to identify themselves with an affirmed/preferred name that is different from their legal name.

An affirmed/preferred name is a name that may be used instead of a legal name. As long as the use of this different name is not for the purpose of misrepresentation, LBCC allows students to use a name different than a legal name on College records such as: *Class Rosters, Student Self- Service (Oracle), Canvas, Starfish, PeopleSoft emails, Transcripts, Diplomas, etc.*

Legal names must be used for financial aid documents and official academic transcripts. This process will not change names legally.

### **Process for Changing Affirmed/Preferred Name**

To change an affirmed/ preferred name, please follow these three simple steps:

1. Go to the Viking Student System on the LBCC website.
2. Choose a *Primary* or *Preferred Name* under *Personal Information* in the Student Center.
3. Click *Names* and *Add a New Name*.

### **Restrictions on Preferred Name**

A preferred first name must be appropriate and cannot be an attempt at misrepresentation or fraud. Affirmed/Preferred name submitted that are considered offensive, obscene, lewd, or disruptive to the learning environment will not be approved.

Also see BP/AP 3410 Nondiscrimination and BP 5900 Preferred Name.

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**Approved:** March 27, 2019

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