
Administrative Procedure
Chapter 5 – Student Services

AP 5900 PREFERRED NAME

References:

No specific references

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

Preferred First Name

- A. 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 a preferred name that is different from their legal first name.

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

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

Process for Changing Preferred First Name

- A. To change a preferred first 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 First Name

- A. A preferred first name must be appropriate and cannot be an attempt at misrepresentation or fraud. Preferred names 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.

Approved: March 27, 2019

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(Replaces LBCC Administrative Regulation 5022)