The College of Charleston recognizes that as a community, many of its members use first names other than their legal names to identify themselves. Our campus began a phased implementation of a Preferred First Name process in Fall 2018. The ultimate goal of this implementation is to display the preferred first name wherever legal name is not required. As of Fall 2018, your preferred first name will appear on:

- OAKS Learning Management System
- Display name for your Cmail e-mail account
- SSB (Banner Self-Service)
- Degree Works degree audit
- Cougar Cards printed after August 20, 2018
- Online Directory

The preferred first name may be up to 25 characters and is limited to alpha characters (A-Z and a-z) and a space, apostrophe ('), or hyphen (-). Individuals should refrain from any of the following in their preferred name:

- Symbols, numbers, unusual capitalization, repeating characters or punctuation;
- Characters from multiple languages;
- Titles of any kind, ex. professional, religious;
- Offensive or suggestive words of any kind; and
- Pretending to be anything or anyone else.

Inappropriate use of the preferred first name (including but not limited to avoiding legal obligation or misrepresentation) may be cause for denying use of preferred names. The College of Charleston reserves the right to deny or remove the record and use of any preferred first name that is deemed inappropriate.

Please allow 48-72 hours during normal business weekdays for this request to be reviewed and processed. Once the request is approved, your preferred first name may appear incrementally in the above systems during the 48- to 72-hour period.

<table>
<thead>
<tr>
<th>Student Legal Name (first and last)</th>
<th>Student ID Number (CWID)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferred First Name</td>
<td></td>
</tr>
<tr>
<td>Student Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Office of the Registrar Use Only</td>
<td>Office of the Registrar Signature</td>
</tr>
<tr>
<td>□ Approved</td>
<td>□ Denied</td>
</tr>
</tbody>
</table>