

HOW TO: Did you know you can update your preferred name at Chaffey College?

**STEP
#1**

Begin by going to the Admissions and Records Office's [Student Update Form](#) ».

**STEP
#2**

Provide required information and select "Name Change Correction"

**STEP
#3**

Under "Name Change Correction Type," select "Chosen First Name (Preferred Name)" and provide your chosen first name

**STEP
#4**

Submit the form to update your name in the Chaffey College database



A chosen name will be visible in the following areas:

- Chaffey Canvas
- Chaffey staff and faculty systems when accessing student information
- Class rosters and waitlists
- ConexEd

PRISM PRIDE
RESILIENCE
IMMIGRATION
SUCCESS
MOTIVATION
UNDOCUMENTED / LGBTQIA+ STUDENTS COMMUNITY SPACE

Chaffey  College

