

Preferred First Name Frequently Asked Questions (FAQs)

Cal U recognizes that many individuals prefer to use first names other than their legal names to identify themselves. As long as the use of this preferred first name is not for the purpose of misrepresentation, the university acknowledges that a preferred first name can be used where possible in the course of university business.

- **Can any member of the California University of Pennsylvania (Cal U) community designate a preferred first name?**
 - Any student may choose to set a preferred first name.
- **How do I request a preferred first name?**
 - An on-line form is available from the appropriate office to update your record and on the Office Social Equity website (Preferred First Name Request Form).
 - Students should complete the request form with the Office of Academic Records.
- **May I set my preferred first name to whatever I want?**
 - Yes, however, the University reserves the right to deny any request that it deems inappropriate including, but not limited to, avoiding a legal obligation, fraud, obscene language, or misrepresentation.
- **How many times may I change my preferred first name?**
 - You may change your preferred first name once.
- **May I use my preferred first name for everything at Cal U?**
 - Your preferred first name will be used except where the use of the legal name is required by University business, system reports or legal need.
- **How is my preferred first name used on campus?**

Preferred first names will be used in the following systems and records, a sample of which is listed below, but not limited to the following:

- Student or employee identification cards (CalCards)
 - Housing rosters
 - Official e-mail display name
 - Class and grade rosters (for use in the classroom in all cases where legal name is not required)
 - Diplomas
 - Commencement booklet and line-up card (announced name at commencement)
 - Alumni mailings and invitations
 - Other venues, when possible.
- **How can I get my preferred first name on my CalCard?**
 - Within 10 business days, you will be notified by the appropriate office that your preferred first name request has been processed. You can then contact the CalCard office at the Information Desk in the Natali Student Center.
 - The applicant's existing CalCard must be shown at the CalCard Office. A one-time waiver of the replacement fee will be allowed as part of the preferred name change process. The fee waiver does not apply to the replacement of lost CalCards.

