

Preferred First Name FAQ - Employee

Central Oregon Community College recognizes that many individuals prefer to use first names other than their legal first names to identify themselves. In support of our commitment to creating and sustaining a welcoming, safe, and supportive environment COCC provides employees the option to use a preferred first name.

What is a preferred first name and why is it important?

A preferred first name is a name that you commonly use that is different from your legal first name. Consistently referring to people using the names with which they identify is a basic matter of respect. This can be particularly helpful to some transgender and gender-neutral employees or anyone with a desire for a casual name reference.

How do I indicate a preferred first name?

There are two ways that Employees may request a preferred name-

1. When employees apply for a position they may request a preferred name on their employment application.
2. Active employees may request a preferred name by emailing HR@cocc.edu.

Where is preferred first name used?*

Once a preferred first name is provided to the College, it will be displayed in the following areas:

- Staff ID Badge
- Blackboard online learning environment
- Email account
- Business cards
- Employment Recognition/Awards

* Please Note: Indicating a preferred first name only updates the COCC systems listed above. All other employment records will reflect legal name. However, COCC is committed to ongoing work to update College systems and communications to display preferred name.

Can I use my preferred first name for everything at the college?

Your legal name will continue to be used in business processes that require use of the legal name, such as employment documentation, official transcripts, enrollment verification and financial aid documents.

What do I need to know about my ID card?

You may choose to utilize preferred first name on your COCC ID card. However, this will impact your ability to use it as a form of legal identification.

Can I use any preferred first name that I wish?

Employees are free to determine the preferred first name that they want to be known by as long as they act in good faith. Inappropriate use of the preferred first name procedure including attempts to avoid a legal obligation via misrepresentation, or the use of inappropriate language, will result in the denial and/or reversal of the request. Additionally, preferred names must adhere to database character standards used by COCC data systems.

How do I change my legal name?

Employees wishing to change their legal name may do so by submitting two forms of Identification, one of which needs to be an updated social security card and completion of the required employment forms including the W-4 and the I-9 (Work authorization form).