PREFERRED NAME STANDARDS
FREQUENTLY ASKED QUESTIONS (FAQs)

What are the Preferred Name Standards?

Coast Community College District (CCCD) and its three colleges – Coastline Community College, Golden West College, and Orange Coast College – recognize that many students and employees use preferred first names rather than legal first names to identify themselves. Starting August 2016, CCCD students and employees have the ability to select a preferred first name through the MySites (MyCCC, MyCOAST, MyGWC, and MyOCC).

Are students and employees required to select a preferred first name?

No. If a student or employee does not select a preferred first name, the individual's legal first name will appear on all District-wide documentation.

Where will the preferred first name appear?

Students

- ☐ Class rosters
- ☐ Blackboard
- ☐ Canvas
- ☐ SARS

Employees

- ☐ Online phone directory
- ☐ Email addresses*

*Note: If you are a CCCD employee and have been using your legal name prior to selecting a preferred name, you will need to create a ticket through Tech Support to have your preferred name appear on your email instead.

Where will the legal first name appear even if a student or employee selects a preferred first name?

- Student Health Center
- Financial Aid Office
- EOPS/CARE/Guardian Scholars
- International Students
- Transcripts (official and unofficial)
- Payroll records
- Diplomas

How do I select a preferred first name?

Students and employees should give serious consideration to the preferred name they select. This information will be used to identify individuals throughout the campus and District, so any abuse of the Preferred Name Standards – including fraud, misrepresentation, or the inclusion of foul/inappropriate language – will result in the administrative removal of the preferred name. Inappropriate use of a preferred name may result in a violation of the Student Code of Conduct and/or Board Policy and may result in disciplinary action.

To indicate a preferred first name, login to the appropriate MySite. Under the "Personal Information" tab, select "Update Personal Contact Information." After clicking on this tab, scroll to the bottom of the page to the "Preferred First Name" section. Fill in the box with the preferred first name.

Once the information has been updated, click "Submit."