



PREFERRED NAME STANDARDS

FREQUENTLY ASKED QUESTIONS (FAQs)

What are the Preferred Name Standards?

Southwestern College recognizes that many students use preferred names rather than legal names to identify themselves. Starting August 2017, SWC students will have the ability to indicate a preferred name on the SWC Application or by contacting the Admissions & Records office.

Are students required to select a preferred name?

No. If a student does not select a preferred name, the individual's legal name will appear on all college documentation.

Where will the preferred name appear?

- ☐ Class rosters, Wait lists, Grade rosters
- ☐ Blackboard
- ☐ Canvas
- ☐ SARS
- ☐ WebAdvisor

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

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

How does a student select a preferred name?

Students can indicate a preferred name on the SWC application or by contacting the Admissions and Records office.