

Frequently Asked Questions

Preferred Name & Legal Name/Gender/SSN Changes

What is a Preferred Name?

A Preferred Name is a name a student wishes to be known by in the University community that is different from a student's Legal Name. NMT's policy covers the use of a preferred First Name. Surnames can be changed only with a legal name change.

Do I have to use a Preferred Name?

No. Use of a Preferred Name is optional.

Does a Preferred Name affect my Legal Name?

No. An approved Preferred Name does not change your Legal Name.

What is a Legal Name?

A Legal Name is the name that appears on your passport, driver's license, birth certificate, or U.S. Social Security Card.

Where will my Legal Name be used?

Your Legal Name will be used in business and other processes that require use of a Legal Name. These include but are not limited to:

- International Students and Scholars Office (ISSO) Documentation
- Student Financial Services Documentation
- Financial Aid and Scholarship documents
- Federal Requests for Information
- National Student Clearinghouse
- Employment/other verifications
- Transcripts
- Academic Certifications
- Diplomas
- Campus Police Department

When/why will campus departments use my legal name?

Some campus departments interact with, and send reports to, federal, state and other government agencies that require the use of legal name.

How do I correct or change my legal name for university systems?

Students who wish to change their legal name must supply supporting legal documentation and complete the petition for a Legal Name/Gender Change to the University Registrar.

I need to change my legal name, how will this affect my preferred name?

If you have a preferred name in Banner and submit a subsequent legal name change, the legal name change will remove your Preferred Name in the banner system. Please contact the Registrar's Office with any questions.

How do I request a Preferred Name?

Students may request this service via a link on <https://www.nmt.edu/registrar/Preferrednamerequest.pdf>. Students may designate a Preferred Name and submit the petition to the Registrar's Office with supporting documentation (for students under the age of 18). All requests are reviewed by the University Registrar's Office.

May I specify a Preferred middle or last name?

No. Preferred name only applies to your first name. If you would like to change your middle or last name on your university record you will need to change your legal name.

Can I set my preferred name to whatever I want?

Students may determine and designate a preferred name that they want to be known by in university systems. The University reserves the right to remove a preferred name if it contains inappropriate or offensive language, violates a University policy, is being used for misrepresentation, or to avoid legal obligation. Additionally, names must adhere to database character standards.

If I used a Preferred Name in my application for admission to NMT, do I need to request a Preferred Name?

Yes, applications for admissions must use the legal name. Matriculating students should login to <https://www.nmt.edu/registrar/Preferrednamerequest.pdf> when they arrive at NMT to request a Preferred Name as soon as they are registered for classes.

Can I delete my Preferred Name?

Yes, students may go to <https://www.nmt.edu/registrar/Preferrednamerequest.pdf> and select the "delete Preferred Name" box on the Preferred Name Change petition and submit the petition to registrar@nmt.edu. Depending on the time of request it may not be in effect until the next semester. However, the Registrar's Office will attempt to implement the request in Banner within 14 days of the request if it is submitted at least three weeks prior to the Fall and Spring term and two weeks prior to the summer term. Additional time may be needed for processing by other offices on campus (e.g., ITC).

How often can I change my Preferred Name?

Once. Setting a new preferred name in University systems can have ripple effects with the technology being used that affect your day-to-day experiences. Changing your

preferred name more than once can lead to confusion regarding your identity and challenges in customer service.

Where will my Preferred Name appear?

A preferred name may be used in the following:

- Student email address
- Student Identification Cards
- Class rosters
- Residential life rosters
- Canvas
- Campus Directory, unless a FEPPRA information block has been requested

Do I have to get a new University ID Card if I choose to have a Preferred Name?

No. Use of a Preferred Name on your Identification Card is only an option for students – in no way is it a requirement.

How do I get my Preferred Name on my NMT ID Card?

In order to receive a University ID Card with your Preferred Name, submit your petition for a Preferred Name Change to registrar@nmt.edu. It will take approximately 5 business days to process your request, extra time if during peak periods. The Registrar's Office will send you an email when it is time to pick-up your ID card.

May I have a new photograph taken for my new ID Card?

Yes, please inform the staff at the Registrar's Office that you would like a new photograph to be taken before your new card with Preferred Name is issued.

How much does a new NMT ID card cost?

Depending on the type of ID card that the student is using, either a \$10.00 or \$25.00 replacement fee will apply.

Is the NMT ID Card a form of identification accepted off campus?

No, it is advisable to carry a government-issued form of ID such as a driver's license or passport with you in order to access resources that are not on the NMT campus.

Will my Preferred Name appear or be used everywhere in university systems?

No. Initial implementation began in the Fall 2021 term and its use will expand as other campus systems or departments express interest in utilizing preferred name. Legal name will always be used in business processes that require the use of the legal name, such as for payroll records, student transcripts and financial aid.

Will my Preferred Name show up on my class roster?

Yes, however, because the University manages processes for current and upcoming terms at the same time, it is difficult to know and/or predict how quickly a submitted name change will be used in all systems. It is expected that name changes submitted prior to registering for an upcoming term would be reflected in all processes for that term, but they might not be shown in some processes used during the current

term. While many central administrative services will start to use the new name within a few days of submission, it is possible that the previous name will continue to be used through that term in some situations. Students are welcome to ask individuals and offices to use their requested name at any time.

Can I change my email to match my Preferred Name?

Yes. Once the request has been reviewed and approved by the University Registrar's Office, you may contact the [ITC Help Desk](#) (or 575-835-5700) and request a change to your email address. ITC will follow their standard process of reviewing and assigning email addresses that includes determining how to assign addresses for individuals who have the same name. At that time, you may also indicate whether your legal name should remain as an alias or whether it should be completely removed from the system.

ITC currently reviews requests to change email addresses. Will their current procedure be affected by this policy?

No. ITC's current procedure of changing email addresses upon the reasonable request of a student, as determined by ITC, will not be replaced by this policy.

Once approved, are changes associated with the preferred name automatically generated by the system?

The Registrar's Office has to manually manage the process for the current system of Banner being used at NMT. Our hope is that once the new upgrade to Banner occurs, more elements of this process will be managed automatically.

What if implementation of this policy affects a Banner report?

If a department identifies a Banner report that needs to be updated, please contact the [ITC Help Desk](#) and the Business Office for assistance.

How do I submit a FERPA information block?

https://www.nmt.edu/registrar/docs/FERPA_Notification_updated_3-26-13.pdf

Does this policy include non-student employees?

No. This initiative is being spearheaded by the Registrar's Office and Student Life - as a result it is focused on Students (and the procedure in implementing this policy is specific to their situation). For employees, HR would consequently lead the effort.

Why are employees not included in the use of preferred name?

This service is student focused and directly related to the student information system.

For More Information

If you have more questions about requesting a Preferred Name, please write to registrar@nmt.edu.