Update Preferred First Name

Upon submission of your preferred first name, the Registrar’s Office will review your choice of preferred first name. Once your preferred first name is approved, it will be changed and used in applicable areas at Cal Lutheran. If your preferred name is not approved, your legal name will remain the only name on your record at the university.

Examples of preferred names that will not be approved:
  o Names used for the purpose of misrepresentation
  o Names containing non alpha characters
  o Names containing foul or inappropriate language

California Lutheran University has established procedures which would allow you, if you so desire, to use a name different than your legal name on the following university records:
  o MyCLU portal
  o WebAdvisor
  o Faculty Advisee Lists
  o Blackboard
  o Student Planning
  o Student Housing
  o Student Self Service

Notes on legal name change:
For name change on the following California Lutheran University documents, a legal name change is required:
  o Transcripts
  o Financial records
  o Employment and payroll records
  o Enrollment verification
  o Financial aid documents
  o California Lutheran University ID card

To change the name on these records, you must submit the appropriate legal paperwork.

I agree to the terms and conditions as outlines above:

New Preferred First Name: ________________________________
Student Signature: ________________________________
Print Student Name: ________________________________

Would you like to change your Cal Lutheran email address?
  □ YES  □ NO

Cal Lutheran ID #: ________________________________
Date: ________________________________