

## PREFERRED NAME

UNA allows any student to request a preferred name to reflect in CANVAS and for the class roster. *Electing to use a preferred name will not change your legal name.*

### What is a Preferred Name?

A preferred name is a name that students plan to go by on campus. Other than cases where legal name is required, this is the name will be used in different instances such as CANVAS and class roster.

Your **legal name** would continue to be used in the following places:

- Academic Records
- Transcripts
- Financial Aid and Scholarships Documents
- Any legal document produced by the University
- Degreeworks
- Mane Card

### REQUEST FOR CHANGE

A request to add a preferred name to be used for CANVAS and class roster should emailed to [registrar@una.edu](mailto:registrar@una.edu) Please include your legal name and L# when making request along with the new preferred name listed.

***Please note:*** Character limits and character restrictions apply.

### LEGAL NAME/GENDER CHANGE

The legal name or gender of a student cannot be changed unless a certified copy of a court order and a new birth certificate documenting the new name and gender change is provided. The request and documentation should be submitted to the **Office of the Registrar, 119 Bibb Graves**.

Any questions may be directed to the Office of the Registrar at 256-765-4316 or via email at, [registrar@una.edu](mailto:registrar@una.edu)

## PREFERRED NAME FAQs

### May I specify a preferred middle or last name?

Preferred name pertains to your preferred **first name**, only.

### Where will my preferred name be listed?

The preferred name is added to the Student Information System but does not change your legal name, the CANVAS online system, and class roster.

### Where will my legal name be listed?

The legal name will be used for academic records (transcript, diploma, degree/enrollment verification, etc), financial aid records, student employment records, business office, Athletic Roster for NCAA, National Student Clearinghouse and other external third parties.

### Can I update my preferred name at any time?

Yes! You can request to add a preferred name at any time during the semester. Simply email the registrar's email, [registrar@una.edu](mailto:registrar@una.edu) from your UNA email requesting this. Please include your full legal name and L#, if known.

### May I use my preferred name on my Mane card?

No, unfortunately the mane card only uses the student's legal name.

### Can I have my preferred name on my diploma?

Unfortunately, you cannot have your preferred name on your diploma. Only your legal name is allowed for the diploma.

### Can I change my email address to match my preferred name?

At this time, changes to the email address are not available.

### How do I get my legal name/gender changed with the university?

Certified legal court documents along with a new birth certificate reflecting the new gender are required for the legal name to be updated. Those documents should be submitted to the Office of the Registrar.

### Will my preferred name be listed on a student directory?

No. UNA currently does not have an online student directory established at this time.

### How do I remove a preferred name?

A request should be submitted to the Registrar's Office via email, [registrar@una.edu](mailto:registrar@una.edu) requesting to remove the preferred name. The request must be sent from the student's UNA email account.

### I am a former student and need to submit a legal name/gender change, how do I request this?

A written request along with a copy of the certified court order and a copy new birth certificate issued should be mailed to the following address:

Office of the Registrar  
1 Harrison Plaza  
119 Bibb Graves  
Florence, AL 35632  
[registrar@una.edu](mailto:registrar@una.edu)  
256-765-4316