

## Preferred Names FAQs

Updated September 8, 2016.

### What is a Student Preferred Name?

UC Riverside recognizes that many of its students use a name other than their legal name. As long as the use of a preferred name is not for the purpose of misrepresentation, the university acknowledges that a preferred name should be used whenever possible in the course of university business and education.

Use of the legal name is necessitated for some university business and therefore, is always maintained in the Student Information System. Utilizing a Preferred Name is optional and the University reserves the right to remove a preferred name if it contains inappropriate or offensive language, or is being used for misrepresentation.

### How does UCR use a student Preferred Name?

Students may opt to go by a preferred name that is different from their legal first name and/or middle name by logging into R'Web and clicking on the Personal Information icon to modify their student information record. This name will appear instead of legal name in the iLearn, R'Web, iEval, the faculty grade rosters in iGrade, and for departmental reporting purposes.

Some records, such as paychecks or financial aid, that require use of a legal name, will not change to preferred name. Your legal name also is used on official transcripts and on your diploma.

### How do I set my Preferred Name?

Visit R'Web and click on the Personal Information icon to modify your Preferred First Name and/or Middle Name. Please keep in mind that anyone who has access to your self-service through the user authorization functionality will see your Preferred Name.

### How do I get an updated R'Card?

You may visit the Card Office to obtain a new R'Card displaying your preferred name 48 hours after you modify your Preferred Name using R'Web.

- You must complete a Replacement Form at the Card Office.
- You will be charged the standard fee for a replacement card.
- Card Office staff will use your Student ID Number, Date of Birth, and Preferred First &/Middle Name and Legal Last Name to verify your identity.
- Remember to update your photo before visiting the Card Office if your appearance has changed, by visiting [myphoto.ucr.edu](http://myphoto.ucr.edu) and uploading a new image.

### **Can I change my UCR email address?**

At this time, your firstname.lastname@student.ucr.edu email address will continue to only use your legal name.

Every student has the option of not displaying their information in the UCR Campus Directory. To opt out of the UCR Campus Directory, log in to R'Web and click on the Authorization & Privacy Icon.

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

For instructions on how to legally change your name on your student record go to the Registrar's website at - <http://registrar.ucr.edu/registrar/transcripts-grades-and-academic-records/change-of-name-or-address.html>.