

Amarillo College

Student Personal Record Information FAQ

1) Student Identity FAQ:

Amarillo College maintains records under the student's legal name. All official documents such as college transcripts, financial aid documents, or other items potentially related to scholarship/tax information will generally use the student's legal name.

However, it's our goal to ensure a welcoming and inclusive environment for all students. Students who need to update their chosen name or personal pronoun are encouraged to do so.

The information below provides information on when a student's chosen name will/will not be approved and used. The form and instructions related to updating all student information is located on our [Student Information Update](#) page.

If you are faculty/staff and wish to update your chosen name, do not use this form; please contact Human Resources.

Student Policy FAQ

Am I required to identify a personal name or pronoun?

No. The ability to identify a personal name or pronoun is a student right, but not a student requirement.

What do I have the ability to identify?

- A student can identify a first, chosen, name. The last name will remain as the legal last name associated with the student.
- A student can also identify the pronoun that should be associated with the student's name.

How will chosen first name and personal pronoun be used?

- The chosen name and personal pronoun will be viewable to faculty and shown in Blackboard and AC Connect.
- Commencement brochure
- Certain types of letters and communications

Are there limits/recommendations to the chosen name?

- To avoid faculty/staff confusion it is recommended that the first chosen name and/or pronoun not be updated more than once a semester. If you change a name mid-term, please know your faculty may be working off an old roster and may need to be notified.
- Once a chosen name or pronoun is submitted, it will not update over night, but after being reviewed, the system should reflect that update within a typical work-week period.
- In general, first name submissions that are not deemed offensive (e.g. derogatory, racist, profane) will be approved for system update.
- The system cannot accommodate accent marks, umlauts, or other special name markings.
- If it comes to light that the chosen name is being used to attempt fraud or avoid legal obligations, the chosen name will be removed.

Will changing my chosen name affect my login information?

No. At this time, email, username, etc. information is not updated due to either chosen and/or legal name change information.

How will my chosen name not be used?

In general, the chosen name will not be used on anything that may be considered an official graduation document, legal document, and/or a document that may affect the student's funding (e.g. tied to money earned/taxes). The following list is not inclusive, but will provide an idea of where a legal name will be selected for use over the chosen name:

- Transcripts
- Degrees (Some employers/institutions will accept this as official documentation)
- Scholarship/Financial Aid documents
- National Student Clearinghouse or Other External Enrollment/Loan Identification Systems
- Enrollment Verifications
- Notarized documents

2) Student Contact and Residency Information FAQ

What happens if my information changes?

When a student undergoes a contact or residency change, the students are responsible for immediately providing up-to-date contact (address and phone) information to the College.

In the instance official communication is submitted to incorrect student contact information and the student notes it was not received due to a change in contact information, the student is not relieved of the responsibility related to the missed message.

In instances where the student has undergone a legal name change or residency change and needs this updated in the system, additional documentation will be required with the request.

How do I update my information?

The form and instructions related to updating all student information is located on our [Student Information Update](#) page