



**Office of the Registrar**  
8100 Hwy. 71 South  
Alexandria, La 71302  
Phone: (318) 473-6424

Legal First Name: \_\_\_\_\_ Legal Last Name: \_\_\_\_\_

Pronouns: \_\_\_\_\_ Preferred First Name: \_\_\_\_\_

Preferred Middle Name (optional): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**I will be an LSUA student during the upcoming semester:**

- Yes  
 No

**I understand that I will be contacted by the Title IX coordinator to discuss details of the preferred name policy.**

- Yes  
 No

#### **What is a preferred name?**

A preferred name is a name that a student wishes to be known by within the University community that differs from their legal name. At LSUA, students may request to have their preferred first and middle names listed. Changes to a last name require a legal name change.

#### **What is a legal name?**

Your legal name is the name that appears on your driver's license, birth certificate, and Social Security card.

#### **Who may participate?**

The preferred name request is available to all LSUA students.

#### **Where will my preferred name appear?**

- Class rosters
- Moodle
- Public directory

#### **Where will my legal name appear?**

- Financial Aid documentation
- National Student Clearinghouse
- Transcripts
- Diplomas

#### **Are there limits on preferred names?**

A preferred name may not be used for fraud or misrepresentation. The University reserves the right to refuse a preferred name request if it contains inappropriate or offensive language.

#### **How do I request a preferred name?**

Students may request this service by emailing the Title IX office at [titleixcoordinator@lsua.edu](mailto:titleixcoordinator@lsua.edu). The Title IX coordinator will provide the request form. After a brief intake interview, the coordinator will submit the request to the Registrar's Office, if approved.