

Procedure for Legal or Chosen Name Changes

A student obtaining a legal name change or gender marker change should communicate directly with the registrar's office. Proper legal documentation will be required before any changes in the system are made.

Students wishing to change their chosen name because it is critical to their identity but have not obtained a legal name change have the following options:

1. The student can change their chosen name in Colleague Self-Serve. This "Student Planning" link is on My.SBU on the "Academic Resources" page. This will change a student's name on faculty rosters, housing rosters, and other aspects of the Colleague system. However, it will not change how a student's name appears in email, Moodle, etc. Additionally, if a student changes their chosen name in Self-Serve after the semester has already begun, faculty and staff would not be aware unless they happened to download a new roster for their course.
2. In order to streamline the process, and provide students more efficient and confidential assistance, the University has established three contacts that can help a student wishing to change their chosen name, such as Moodle, email, ID Card, etc. These staff members will initiate communication with other offices and faculty on the student's behalf.

The student need only contact one of the following people to discuss their needs:

- George Swindoll – Registrar – gswindol@sbu.edu 716-375-2022
- Chris Brown – Executive Director for the Center for Student Success and HEOP – 716-375-219-2051
- Nichole Gonzalez – Dean of Students – 716-375-2572