Purpose

Student record name changes are facilitated college-wide by district staff and processed in the PeopleSoft Student Administration System by the Enrollment Center. This business process documents the intake and processing of name changes in compliance with Madison College policies and business processes.

The Name Change form is to be completed and submitted by the student to declare a change of name for academic record purposes. Original or certified copies of official legal documentation must be submitted along with the form. Important clarifications in this business process include:

1. Name change requests by phone are not accepted.
2. Name change forms will not be accepted by fax or email.
3. Name changes submitted on bio/demographic forms are not entered. Refer students to the Name Change form and process.

Procedure

I. Intake

1. Completed form and required documentation must be submitted in-person with photo ID to the Truax Enrollment Center, Downtown Enrollment Information Center or any Regional or Metro Campus Office.
2. Students may mail form to the Enrollment Center with original or certified copies of official legal documentation.
3. Forms are date stamped with the date of receipt and initialed by staff.

II. Documentation

1. The student must submit an original or certified copy of legal documentation that indicates the same change of name requested on the form.
2. Refer to the Name Change Form for required/acceptable forms of supporting documentation.
3. If submitted in-person and requested by the student, a copy may be made of the original documentation and the original returned to the student. Document copies must be clean without deterioration in print quality during the scan or copy process. If unable to copy or scan as required, submit original documentation with the form and securely attach a note stating: Return Originals to Student.
4. Regional/Metro staff may forward documentation to the Enrollment Center via:
   a. Interoffice mail of all originals – OR –
   b. Scan documents into clean quality pdf files and email to Records@madisoncollege.org
5. Name Change form and documentation are date stamped and initialed by Enrollment Center at point of intake and placed in the Name Change processing bin located in the Customer Service unit.

III. Enrollment Center Data Entry

Name Change Navigation:
Home>Campus Community>Personal Information>Biographical>Names
Or, click Names from Add/Update a student page
**From Names Page:**

1. Select Primary name Type.
   a. Make changes to first, last, and middle initial as listed on name change form.
      - Suffixes are to be keyed only in the suffix field on PeopleSoft. Any questions regarding suffix use on documents should be referred to a lead worker or manager.
      - Only middle initial should be used, not the complete middle name
   b. Click Submit

2. Select Preferred name type.
   a. Make Changes to first, last, and middle initial as listed on name change form
   b. Click Submit

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<table>
<thead>
<tr>
<th>Category:</th>
<th>Internal Procedure - Enrollment Services</th>
<th>Page 3 of 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Name Change Procedure</td>
<td></td>
</tr>
<tr>
<td>Filepath:</td>
<td>S:\REGISTRAR\Dept Guidelines and Procedures\Departmental Procedures</td>
<td>Version: 1.3</td>
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![Add/Update a Person - Windows Internet Explorer](image-url)

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### ORACLE

**Names**

<table>
<thead>
<tr>
<th>Current Names</th>
<th>Customize</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>Last</th>
<th>Middle</th>
<th>Suffix</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
<td>Wolfe</td>
<td>Wolfpack</td>
<td></td>
<td></td>
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<tr>
<td>Preferred</td>
<td></td>
<td></td>
<td></td>
<td>Wolfe</td>
<td>Wolfpack</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Add a change to name**

- **Type of Name:** Primary
- **Effective Date:** 01/05/2011
- **Prefix:** Mr
- **First Name:** Wolfe
- **Last Name:** Wolfpack
- **Middle Name:** W
- **Suffix:** Esq.

**Submit**

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![Diagram](image-url)
3. Do not change any other types of names, such as Former 1.

After name change is entered:
1. Stamp “Entered” on form.
2. If original documentation return is requested by student, make copies of documentation and return by mail to student address on account.
3. Secure documentation to form and place in the expandable Records/Name Change folder in Imaging.

**Related Business Process**

1. Family Educational Rights and Privacy Act
2. Federal Trade Commission Red Flags Rule
4. Name Change Form