



Student Name Change - Expectations

The following document outlines what you can expect after requesting a first or legal name change as a student at the College of the North Atlantic (CNA).

How do I request a name change?

- First name changes must be done using a paper application available through the Registrar's Office or Campus Student Services.
- A legal name change application must be made through PeopleSoft Student Services - select Name under Personal Details from the *Student Self Service Module*. Legal name changes require verification of your new legal name through Government issued documentation.

Where will my name change be applied?

- **Legal Name Change:** Your legal name change will be reflected across all CNA systems.
- **First Name Change:** Your first name change will be reflected in the following systems, where feasible and permissible by law:
 - CNA Email Account
 - MS Teams
 - D2L (Desire2Learn)
 - Library Systems
 - Photo ID Systems
 - PeopleSoft – Student Services (where permissible by law)
 - CNA Website

The list of systems may be updated as new systems are added or existing ones are updated or deleted.

What if I become an employee?

- If you become an employee of CNA, or if you are already employed, you must submit a separate name change request through the Employee Name Change Policy. This employee name change request will be processed separately from any student name change request.

How long before I can see my name change implemented?

- Please allow at least three (3) business days for your name change to take effect. You will be notified when the process is complete.

What will happen to my CNA login?

- Your CNA login will update to reflect your new email address, which corresponds with your first or legal name change.



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What happens to my PeopleSoft Student Services login ID?

- Your PeopleSoft login ID will change to reflect your first or legal name change. However, the format of your login ID will remain consistent with the structure of your previous login ID.

What happens to emails sent to my previous CNA email address?

- Your previous CNA email address will remain active for a period of time. Any emails sent to your previous email address will be forwarded to your new inbox. You are responsible for informing those who are still using your previous email address about the change.

What happens when I join a virtual meeting (e.g., MS Teams)?

- Once your name change has been processed, it will reflect in virtual meeting platforms like MS Teams.

If I requested a first name change, do I still need to provide my legal name for some requests?

- It is preferred that you provide your student ID number as a form of identification. However, in some cases, you may still need to provide your legal name (e.g., for verification purposes with IT support or in systems that cannot support first name changes).

Do I need to let my instructors know about my name change?

- If your name change occurs during a term, it's important to inform your instructors to ensure that they have your updated name for attendance, grading, and communication purposes.
- If you feel uncomfortable or need assistance in discussing your name change with your instructors, please reach out to a counselor. They can support you in navigating this conversation and ensure your name change is acknowledged respectfully.

If you have any further questions, please refer to the Student Name Change Policy and Procedure, which can be found under *Policies and Procedures* on the CNA website.