
Revision Responsibility: Registrar
Responsible Executive Office: Senior Vice President and Dean of the College

Purpose:

To explain the process for changing a student's name.

Policy for Legal Names:

If a student changed their name and needs to let the College know, they must fill out a name change form in the Office of Records. The form must accompany a copy of their updated social security card and another official document (such as a court order/marriage license or state driver's license).

Unless an alumni wants to change their official record (for academic transcript and diploma purposes), the Office of Records only changes names for currently enrolled students. Name changes for alumni should be forwarded to Institutional Advancement.

Policy for Nicknames:

Millsaps College recognizes that some members of our student community use first names other than their legal names to identify themselves. This becomes particularly important for our transgender and international students. Current students can change their nicknames with the Office of Records and do not need to fill out any paperwork to do so. Nicknames are used on unofficial documents. Nicknames that differ from an individual's legal name will be used solely for Millsaps' internal systems and unofficial documents. The College shall maintain a record of the student's legal name which will be used when required by College business or legal need. All external reporting of your name must, by law, use your legal name. Students are free to change their nicknames provided that the request is sincere.

Nickname changes for alumni should be forwarded to Institutional Advancement.