How do I get a student name change in ctcLink and Canvas?

Student Name Change at Clark College

If you need to change your name for any reason, please follow these instructions below to have your name changed while you are here at Clark. Clark values and honors diverse experiences and perspectives and strives to create a welcoming and respectful learning environment to promote equity and inclusion for all. Referring to students by their correct name classes and when interacting with college personnel supports a respectful learning environment.

Please note that preferred names may not be used for purposes of fraud or misrepresentation. Clark reserves the right to remove a preferred name if it contains inappropriate or offensive language.

ctcLink

Once a student submits an application, you lose access in ctcLink to edit the primary name field, which is what displays on the Transcript and the Enrollment screen. Instead, you can go into the ctcLink Student Center and add the name you go by (ctcLink calls this the "Preferred" Name). The ctcLink Preferred Name takes priority on the ctcLink Class Roster, Grade Roster, and Student Center.

Please note that when you have completed the Primary-to-Preferred Name Change below, in order to change your student ID card, you need to go to the Campus Security and Safety Office in Gaiser Hall, and request a new card. Your name will be pulled up when they search by your student ctcLink ID number and a new card can be issued.

What name do you go by? How to make the change in ctcLink

- Log into your ctcLink account.
- Go to your Student Center > Profile > Personal Details – under Names click on **+**

- The **Add Name** box opens – click on drop down by **Type** and select Preferred. Enter the reaming information and click **Save**

- Within 24 hours after the Preferred Name is set in ctcLink.