



Student Registration and Record Services
 Room 223, Miller Building
 PO Box 2000
 Cortland, NY 13045-0900
 Phone: 607-753-4702 | Email: srrs@cortland.edu

Student Profile Update

Use this form to make changes to your personal student information / profile. Please do not include a social security number or other personally identifiable information. To make legal name and gender changes, please use the Legal Name or Gender Change Form. If you are sending any additional documentation with identifiable information with this form, please mail the form to the office or drop the form off at Room 223 in the Miller Building.

Complete this form online for faster updates and your convenience.



Current/Former Name and Contact Information

First: _____ Last: _____ Middle: _____

Email Address: _____ Mobile Phone: _____ Cortland ID: _____

If you do not have your Cortland ID: First Attend Date: _____ Last Attend Date: _____ Date of Birth: _____

NOTE: Your mobile phone number may be utilized for emergency communications. Please indicate this box if you do not want us to update your mobile phone. Do not update.

Address Change 1	Address Change 2
Street: _____ Line 2: _____ City: _____ State/Province: _____ Postal Code: _____ Nation: _____ Phone: _____ Ext. _____ Phone/Address Type: <input type="checkbox"/> Permanent <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Local <small>Parent/Guardian addresses should be entered ONLY if they differ from the permanent address.</small>	Street: _____ Line 2: _____ City: _____ State/Province: _____ Postal Code: _____ Nation: _____ Phone: _____ Ext. _____ Phone/Address Type: <input type="checkbox"/> Permanent <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Local <small>Parent/Guardian addresses should be entered ONLY if they differ from the permanent address.</small>
Chosen Name Change (Current Students Only)	Personal Pronoun Change (Current Students Only)
You may elect to include a chosen name in the student information system to best represent you. Chosen First Name: _____ <input type="checkbox"/> Please Notify Information Resources (Change Email Address, Login) <input type="checkbox"/> Please Notify ASC (Allows You to Request a New ID Card) <input type="checkbox"/> Required: Check here to acknowledge that you have read and you understand the information provided on page 2 of this form.	Personal pronouns are included in the system to let faculty and staff know how to refer to you in the third person. <input type="checkbox"/> Ae/Aer/Aers <input type="checkbox"/> He/Him/His <input type="checkbox"/> She/Her/Hers <input type="checkbox"/> They/Them/Theirs <input type="checkbox"/> Ze, Zir, Zirs <input type="checkbox"/> Ze, Hir, Hirs <input type="checkbox"/> No Pronoun <input type="checkbox"/> No Answer The College will continually reassess the list and accept feedback ad requests from students. If there is another pronoun set you prefer please list it below:

Student Signature*: _____ Date: _____

*A signature is required for all changes.

For Chosen Name Changes Only

Important: This form contains important acknowledgements and information. Please be sure to read the documentation completely, and do not hesitate to ask to meet with a trained staff member in the SRRS if you have questions or concerns. The following changes do NOT require legal documentation.

SUNY Cortland seeks to provide all members of the campus community with the opportunity to use a chosen name that may differ from a legal name. For this reason, the College allows you to update your chosen name in the student information system (SIS).

1. **Records and Legal Instruments:** In some instances, the College is required to use the legal name either due to federal/state law or due to the requirements of officials and external agencies. If you are seeking a legal name change, you must use the legal name change procedures established by the College and as required by New York State and federal law.
2. **Inappropriate or Illegal Use:** The College reserves the right to remove a chosen name if it is used inappropriately including using a name for the purposes of disruption, misrepresentation or to attempt to avoid a legal obligation.
3. **Privacy and Directory Data:** If you do not want your chosen name made available as directory information, you should restrict access to directory information using the Directory Exclusion Form in accord with the Family Education Rights and Privacy Act (FERPA).
4. **Financial Aid Impact:** If you choose to use a chosen name, you are advised to make an appointment with a SUNY Cortland Financial Aid counselor if you receive any state or federal student aid (including Excelsior, TAP and PELL). Using a chosen name without making required changes to the FAFSA and your record can result in conflicts when determining or distributing a financial aid award.
5. **External Agencies and Officials:** Your name may remain unchanged in other related systems and at other agencies. SUNY Cortland cannot control or be responsible for instances where the chosen name is not used or where it may conflict with off-campus systems and agencies. You should be prepared to update records and contact agencies where it is appropriate or required. This includes managing financial aid records.
6. **Help and Advocacy:** While the use of a chosen name is your responsibility, the College is available to help you and advocate for you if you encounter any problems. If you experience issues related to the use of a chosen name with an external agency or in systems, please contact the following advocates:

Thom Hanford

Executive Director and Registrar
Student Registration and Record Services
Miller 223
607-753-4702

Andrea Robinson-Kuretich

Associate Registrar
Student Registration and Record Services
Miller 223
607-753-4702

7. In addition, students are encouraged to contact the Title IX office or the Institutional Equity and Inclusion Office if they have additional needs or concerns.

Title IX Office

Miller Building, Room 404A
607-753-4550

Institutional Equity and Inclusion Office

Miller Building, Room 404C
607-753-2263

If you have questions or concerns about submitting this form, we advise you contact the Student Registration and Record Services Office at 607-753-4702 for a confidential appointment.