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# GUILFORD TECHNICAL COMMUNITY COLLEGE

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PO Box 309 • Jamestown, NC 27282 • 336-334-4822 or 336-454-1126 • TTY 336-841-2158

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## Preferred Name Form

### Current Information

Student ID #: \_\_\_\_\_

Legal Last Name: \_\_\_\_\_ Legal First Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Preferred Name

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Pronouns: \_\_\_\_\_

Do you want the first two letters of your college user ID updated to reflect preferred name?

**Yes**, please change my user ID.  **No**, I wish to continue using my current user ID.

GTCC allows any student to request a preferred name that will appear on campus technologies that do not require legal name in place of the student's legal name. Please allow five to ten business days for changes to appear.

Note that currently GTCC is unable to display preferred name on WebAdvisor related technologies including student access screens, instructor class rosters, and grade rosters. Instructors will be notified by email of the preferred name.

**Directions:** Submit to the College Registrar's office located in Sears Applied Technologies Building, first floor, Enrollment Services area or scan and submit directly to [records@gtcc.edu](mailto:records@gtcc.edu) . *Recommendation is to submit this form 2 weeks prior to the start of the Semester.*

**Please read and sign:** Please change records to reflect my preferred name. I understand that some official records, such as the college transcript and financial aid, must continue to use my legal name.

Student Signature (Legal name): \_\_\_\_\_ Date: \_\_\_\_\_

### Registrar Information

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_