
GUILFORD TECHNICAL COMMUNITY COLLEGE

PO Box 309 • Jamestown, NC 27282 • 336-334-4822 option 4 • efax 336-458-2359

Preferred Name Form

Current Information

Student ID #: _____

Legal Name: First _____ Middle _____ Last _____

Phone Number: _____

Preferred Name

First Name: _____ Pronouns: _____

Yes, please change my user ID

No, I wish to continue using my current user ID

If yes, please provide alternate email address to notify you once user ID is changed:

GTCC allows a student to request a preferred name that will appear on college technologies which do not require a legal name (Titan e-mail/Canvas). Once a preferred name form is submitted, please allow two to three business days for changes to appear.

Note: GTCC is unable to display a preferred name on instructor class rosters and grading rosters. Instructors will be notified via e-mail of student preferred name requests.

Directions: Submit to the Records Office located in Medlin Campus Center, Suite 3501, Jamestown Campus, or scan and submit directly to records@gtcc.edu with photo ID. Please submit 2 weeks prior to the start of 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: _____