

# Preferred Name Application

Washtenaw Community College - Office of Student Records



Washtenaw Community College recognizes that individuals may choose to identify themselves using a name that differs from their legal name. As a result, individuals may designate a preferred first name to be used, where feasible, instead of their legal first name.

The legal name will still appear on records that require a legal name such as transcripts, payroll, financial aid records and diplomas.

The College reserves the right to decline a preferred name deemed inappropriate: including numbers/symbols or due to such factors as legal constraints. A preferred first name may be removed if it used inappropriately.

## HOW TO SUBMIT FORM: (Include a copy of your Photo ID)

### Students

#### IN PERSON

Student Connection  
Student Center  
Building 2nd Floor

#### BY MAIL

Washtenaw Community College  
Student Connection  
4800 East Huron River Drive  
Ann Arbor, MI 48105-4800

#### BY EMAIL

info@wccnet.edu  
Use your WCC student  
email account

### Employees

Contact Human Resources  
BE 120  
734-973-3497  
askhr@wccnet.edu

STUDENT ID: @00 \_\_\_\_\_

DATE: \_\_\_\_\_

CURRENT FIRST NAME: \_\_\_\_\_

PREFERRED FIRST NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

(If you type name here, you must email form to info@wccnet.edu using your WCC student email account.)

*The College reserves the right to modify this procedure at any time.*

Your preferred first name will appear on the following:

#### Students:

- Blackboard
- Class roster
- Email
- MyWCC
- Photo ID
- Communications (Email/Letters)

#### Employees:

- College Catalog
- Course Schedule
- Certain ORAWEAB Reports
- Faculty & Staff Directory
- Email/netID
- Photo ID

### FOR OFFICE USE ONLY

Documentation Provided? \_\_\_\_\_ Processed by \_\_\_\_\_ Date Received \_\_\_\_\_