



Muskegon Community College

Preferred Name Request Form

Muskegon Community College recognizes that many members of our community use names other than their legal names to identify themselves. As long as the use of a different name is not for the purposes of misrepresentation, the College agrees a student or employee may choose to identify themselves within the College's information systems with a preferred first name in addition to their legal name.

Places where preferred first name is used	Places where legal first name is used
<ul style="list-style-type: none"> • MyMCC Student and Employee Display Name • BlackBoard • Official College Email and Username • Class Rosters • Employee Badge and Student Worker Badge (there is a nominal fee for a new badge) 	<ul style="list-style-type: none"> • Financial Aid • Billing and Student Accounts • MyMCC One Card (also serves as Library Card) • Tax Forms • Responses to Enrollment Verification Inquiries • Official Transcripts • US Postal Mail • College Legal Documents and College Reports

****To make a *legal* name change, please complete the **Student Personal Data Change Request** at the Welcome Center****
Faculty/Staff: please use Employee Personal Data Change Form found at S:\Forms\Human Resources Forms

Legal Name		
Legal First Name:	Legal Middle Name:	Legal Last Name:
MCC ID Number:		

Preferred Name	
Preferred First Name:	
I am requesting Muskegon Community College use this first name as my preferred name. I have read the above information and understand the uses of Legal Name and the uses of Preferred Name.	
Signature of Requestor:	Date:
<i>For confirmation of request (required)</i>	
Email:	Phone:

Submit form to the Student Welcome Center. Please bring photo ID to verify legal name.

OFFICE USE ONLY			
VERIFIED BY: _____	DATE: _____	STUDENT NOTIFIED BY: _____	DATE: _____