

PREFERRED FIRST NAME REQUEST



STUDENT IDENTIFICATION

Student ID:

Date:

Student's Full Legal Name:

PREFERRED FIRST NAME

Preferred First Name:

IMPORTANT INFORMATION

Morgan Community College (MCC) and the Colorado Community College System (CCCS) recognize that many students use a first name other than their legal name. As long as the use of a preferred first name is not for the purpose of misrepresentation, the system acknowledges that a preferred first name should be used whenever possible in the course of system business and education.

A student should give serious consideration to the request to use a preferred first name, as this choice will be permanently reflected on applicable college records. Although members of the community are generally free to determine the preferred first names they wish to be known by, inappropriate use of the preferred name policy (including but not limited to avoiding a legal obligation, vulgarity or misrepresentation) may be cause for denying the request. The college reserves the right to remove a preferred first name if it is used inappropriately.

Upon submission of preferred first name, the preferred first name will be reviewed by the Office of the Registrar. If the preferred first name is approved, it will appear on the class roster(s) for the student's enrolled courses. If the preferred first name is not approved, student's legal first name will remain the only name on record at the college.

Examples of preferred names that will not be approved:

- Names used for the purpose of misrepresentation
- Names containing non alpha characters
- Names containing foul or inappropriate language

Student Signature:

Date:

Notes on legal name changes:

For name change on the following MCC/CCCS documents, a legal name change is required:

- Transcripts
- Degree certificates
- Financial records
- Enrollment data
- Financial aid documents
- Mailing information

To change the name on these records, students must make a legal name change through state authorities and submit a copy of the legal document(s) along with a NAME CHANGE FORM to the MCC Registrar's Office.

(To change Employment and payroll records, contact MCC Human Resources)

RETURN INFORMATION

Morgan Community College
Attn: Director of Access & Enrollment
920 Barlow Road, Fort Morgan, CO 80701
Student.Services@MorganCC.edu