
GUILFORD TECHNICAL COMMUNITY COLLEGE

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

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 Records Office located in Medlin Campus Center, Suite 3500, or scan and submit directly to 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: _____