



PREFERRED NAME REQUEST FORM

Complete this form if you would like South Central College to use a preferred name for you in its records, consistent with System Procedure. If you complete this form, your preferred name will appear in your campus email address, system directories, class rosters and other College records as technically feasible except where your legal name is required. You may request a preferred first, middle and/or last name. South Central College reserves the right to deny a requested preferred name if the requested name is inappropriate, such as: to avoid a legal obligation, to misrepresent, violates some system policy, etc. You may change your preferred name by completing this form again. By your signature below,

Legal Name		
Legal First Name:	Legal Middle Name:	Legal Last Name:
Tech ID, Student ID, or STAR ID		

record, and that you intend to use this name consistently for these purposes within the Minnesota State Colleges and Universities system.

Preferred Name		
Please complete each of the fields below as you would like them to be displayed. Where technically feasible, this is the name that will be displayed within MnSCU records where legal name is not required.		
Preferred First Name (Optional):	Preferred Middle Name: (Optional)	Preferred Last Name (Required):
Signature of Requestor:		Date:
Email Address of Requestor for Confirmation of Request		

*****This section completed by Human Resources or Registrar*****

- Photo ID Verified By:	Date:
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A person's name is used for identification in many locations in administrative and academic systems. Responsibility for maintenance and enhancement of these systems is shared by the staff of MnSCU system of colleges and the colleges/universities. Shortage of technical resources may delay the implementation of preferred name usage in individual instances.