

PREFERRED NAME CHANGE FORM

ADMISSIONS CENTER

Legal Student Name _____

Date of Birth _____ SWC ID# _____

Email Address _____

This form is for currently enrolled students only. Please be advised that changing your preferred name is not the same as legally changing your name through the courts. If you have a legal name change, please complete the "Address/Name Change" form and provide supporting legal documentation. **Please note:** If you would like to have a new Student ID card issued, please email swcstudentactivities@swccd.edu.

PREFERRED NAME CHANGE			
	(Print) First	Middle	Last
1.	Are you an employee of the District?		Yes No
2.	Would you like to change your SWC e-mail address to reflect the first initial and last initial of your preferred name? This will require you to activate a new SWC e-mail account.		Yes No

I certify that the information is correct and understand that my preferred name will be used on the class roster, ServiceNow, Canvas online learning, MySWC Portal, and WebAdvisor only. My legal name will still remain and appear on all legal college records including; official transcripts, diplomas, paychecks, payroll records, enrollment verifications, medical records, financial aid documentation and other records which require use of an official name of record.

Signature _____ Date _____

OFFICE USE ONLY			
UPDATED IN COLLEAGUE	NAE	FNM	DRUS
Processed by _____		Date _____	

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