Hagerstown Community College
Records Department
11400 Robinwood Drive • Hagerstown, Maryland **21742-6514 Phone: 240-500-2238**

# CHANGE OF NAME FORM

Upon submitting this form, your name will be updated in our student database. Your username will also be updated to reflect your change of name for logging into Web-Advisor, Moodle, and your HCC student email account. In addition to this form, please provide one of the following documents: social security card, driver's license, marriage license, passport, or an official court document.

Date_____ Student ID _____

Home Phone_____ Cell Phone _____

Student's Name (Currently on file)_____

|  | First | Middle | Last |

Student's **Change of Name**_____

| Prefix | First | Middle | Last |

_____
Student's Signature                                                                                   Date

Your signature indicates that you understand and agree to the following terms:

- Your name will be changed in our student database.
- Your username will be changed for Web-Advisor, Moodle (or other designated course management system), and your HCC student email account.
- Your passwords will remain unchanged.
- **_Your HCC student email account will be deleted entirely_** *and a new email account will be created for you. Therefore, it is imperative that you save any important email messages from your current ac- count before this change takes place.*

Name changes are processed on Wednesdays. **Your new username will be sent to you by mail.** You may also wish to contact our IT student help desk at 240-500-2891 or hccit@hagerstowncc.edu.