



CHANGE OF NAME FORM

HCC Student ID # _____

Office Use Only: Date: _____
 Processed By: _____

Legal Name on File _____

Date _____ Phone _____

Legal Change of Name

Complete this section if you are updating your name based on a **legal name change**. In addition to this form, you **MUST** provide one of the following documents: social security card, driver's license, marriage license, passport, or an official court document. For **legal change of name**, please note:

- Your name will be changed in our student database.
- Your username (active directory) will be changed. This affects Self-Service, D2L (or other designated course-management system), and your HCC student email account. You may also obtain a new HCC student ID card at the Student Activities office once your account is updated.
- Your HCC student email account will be deleted and a new email account will be created for you. It is imperative that you save any important email messages from your current account before this change takes place. 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.

_____ Please initial to indicate that you have read and understand the information above.

Legal Name Change:

_____ First Name

_____ Middle Name/Initial

_____ Last Name

Chosen First Name

Complete this section if you are updating your **chosen first name**. Hagerstown Community College recognizes the importance that a change of first name can have for students. However, a chosen name is not a legal name and will generally only be used to change how others refer to you. No documentation is required to have a chosen name recorded. For chosen name change, please note the following:

- Your **legal** name will be listed on official HCC documents such as: official transcripts, financial aid documents, financial records, tax documents, employment documents, insurance documents, medical documents, NCAA documents, and visa documents.
- Your **chosen** name will appear on documents such as class rosters/student schedules and on some communications from HCC.
- Hagerstown Community College has the right to deny a request if the chosen name requested is deemed inappropriate or offensive to others.
- Your username (active directory) and student email will not be changed.

_____ Check here if you are requesting a directory ID and email change based on your Chosen Name. Your HCC student email account will be deleted and a new email account will be created for you. It is imperative that you save any important email messages from your current account before this change takes place. 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.

- If you wish to obtain a new HCC student ID card with your chosen name listed, you may do so at the Student Activities Office

_____ Please initial to indicate that you have read and understand the information above.

Chosen First Name: _____

 Student's Signature (Legal Signature Required)

 Date

Optional: Students may elect to indicate their preferred personal pronoun and/or gender identity as specified below. If this option is selected, this additional information would appear along with your chosen name on some documents.

_____ She/Her/Hers _____ He/Him/His _____ Ze/Hir/Hirs _____ They/Their/Theirs _____ Name (Use my name as my pronoun)