



## Use of Displayed Names

Mountwest students and employees may choose to identify themselves within the College community using a first and middle name that differs from their legal name. In these instances, a request to change a person's displayed name can be made. This updated displayed name will appear instead of the person's legal first and middle names in select College-related systems and documents, provided that the name is not being used for the purpose of misrepresentation.

## Background

Mountwest recognizes that many members of its community use names other than their legal names to identify themselves. For some students and employees, a name other than their legal name may be an important component of their identity. Therefore, the College has established guidelines that allow students and employees to indicate this to the College community even if they have not changed their legal names.

## Definitions

The definitions provided below are for clarification purposes regarding what is meant when using the terms "displayed name," "legal name," and/or "name."

- *Displayed Name* – This term refers to the name that is being (or will be) displayed within the computer systems at Mountwest, regardless of the accuracy of what is displayed.
- *Legal Name* – This term refers to the name that appears on legal documents, bills, SSN, City/State IDs, etc.
- *Name* – This term refers to the name by which you are reintroducing yourself.

## Displayed Name Guidelines

Depending on whether a name has been legally changed or is still in the process of being legally changed, this affects where the displayed name could be changed in our system. The legal name will continue to be used in all College-related systems and documents that require a verified legal name. Please note that as our systems update, the College may sometimes have to make edits and modifications to these systems in order for names to correctly appear. If your displayed name does not match your name, please contact [shamblinm@mctc.edu](mailto:shamblinm@mctc.edu) so that the College can identify and resolve the issue as soon as possible.

## Displayed names can be changed in the following systems and records:

- Email Directory
- Official Student Email Display Name
- Official Employee Email Display Name
- Class and Grade Rosters (for students and employees taking courses)
- Blackboard

- Most MyMCTC Navigation Panes
- CRM Advise and DegreeWorks

**Legal names will continue to be used for official College records, including but not limited to the following:**

- Legal Documents and Reports Produced by the College
- Student Account Statement (Bills)
- Financial Aid and Scholarship Documents
- Transcripts
- Enrollment Verifications
- Student Employment Documents
- Employment Verifications
- Employment Documents
- Paychecks, W2s, and other Payroll documents
- Benefits Enrollment

### **Requesting to Change the Displayed Name**

To request a change to your displayed name, please inform any staff or faculty member at Mountwest. The faculty or staff can reach out on your behalf to assist with changing your displayed name, or provide you with a form to begin the request. Alternatively, students or employees may reach out directly to Mesha Shamblin, Vice President for Student Services and Human Resources, at [shamblinm@mctc.edu](mailto:shamblinm@mctc.edu).

Mountwest may have some additional questions in order to facilitate your request, however all questions are solely for the purpose of the request. Your request and information will be confidential and only shared with those who must participate in the change request. Please note that it can take up to three (3) weeks to process a request, but we will work as quickly as possible.

### **Legal Name Changes**

If you have a legal name change, please inform the Registrar's office if you are a student, or HR if you are an employee. You will be required to complete a legal name change form instead of completing this form. Completing a legal name change form will automatically update your displayed name as well, so completing this form is unnecessary. You must also submit a copy of documentation to support the legal name change.

For more information about legal name changes: [registrar@mctc.edu](mailto:registrar@mctc.edu) or [hr@mctc.edu](mailto:hr@mctc.edu) .



**Request to Change a Displayed Name**

942#: \_\_\_\_\_

Name currently displayed: \_\_\_\_\_

Name as it should be displayed: \_\_\_\_\_

MCTC Email: \_\_\_\_\_

Is your name legally changed?

- Yes
- No

Do you understand that while Mountwest will act with urgency, the name changing process can take up to three (3) weeks to complete?

- Yes
- No

If Mountwest needs more information, what is the best way to contact you?

- Email: \_\_\_\_\_
- Phone: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\*Please submit this form to a faculty or staff member, or directly to Suite 101V.