



Preferred Name Procedure

Many members of the WCC community use a name other than their legal name to identify themselves. Students and employees will have a choice of displaying their preferred first name instead of their legal first name. Generally, it will take 2-3 business days to process your request to add a preferred first name. The addition of a preferred name will be almost immediate in some systems; others may take additional time based on system configurations. The College reserves the right to decline inappropriate preferred names, preferred names with numbers or symbols, or remove a preferred name if it is used inappropriately. NOTE: Some students may not be able to select a preferred name due to such factors as legal constraints.

The student or employee's legal name will still appear on records that require a legal name such as transcripts, payroll, financial aid records, disbursement checks, etc.

To add a preferred name:

Current Students or Applicants: Visit the Student Connection, 2nd Floor of the Student Center Building. Requests to add a preferred name must be made in person. A short request form will need to be filled out. Bring your current photo ID.

Employees: Visit Human Resources in BE 120.

The College reserves the right to modify this procedure at any time.

Students:

Your preferred name will appear on the following:

- Class rosters
- Photo ID
- MyWCC
- BlackBoard

Employees:

Your preferred name will appear on the following:

- Photo ID
- College Catalog
- Faculty & Staff Directory
- Course Schedule
- Certain ORAWEB Reports

Preferred Name FAQs

Q. Can any member of the Washtenaw Community College community set a preferred name?

A. Any student, faculty or staff member may opt to use a preferred name within the guidelines of this procedure.

Q. Can I set my preferred name to whatever I want?

A. Generally yes. For example - employees and students may use a nickname; variation of a given name, first name, middle name, forename, surname; regardless of gender. The College reserves the right to decline or remove a preferred name if it is inappropriate, contains symbols or numbers, or is used inappropriately.

Q. Can I use my preferred name for everything at WCC?

A. No. Your legal name will continue to be used in business processes that require use of the legal name, such as for payroll, tax forms, financial aid, student employment, accounting records, student transcripts, and degree or certificate diplomas.

Q. Where will my preferred name display?

Students preferred name will display:

- Student Photo ID (Your legal name will also appear on the ID card)
- Class Rosters
- Certain non-legal communications from the College to you
- MyWCC
- BlackBoard

Employees preferred name will display:

- Employee Photo ID (Your legal name will also appear on the ID card)
- College Catalog
- Faculty & Staff Directory
- Course Schedule
- Certain ORAWEB Reports

Over time, the College may add or adjust the list of where a Preferred Name appears.

Q. Are there situations or reasons why I may not be able to use a preferred name?

A. Yes, below are two examples:

1. Allied Health students will be able to use a preferred name when on campus (student photo ID, rosters, etc.) however, their legal name (which is the name used for background checks) will be the name provided to off-campus sites and the legal name will also be used on their Allied Health photo ID card.
2. Students whose name displays on the Michigan Public Sex Offender Registry will not be able to use a preferred name.

Q. How do I get my preferred name on my College Photo ID?

Students: Visit the Student Connection.

Employees: Visit Human Resources.

Q. How do I correct or change my legal name with WCC?

- Student process: Bring proof of your legal name to the Student Connection. Contact the Student Connection for information 734.973.3543.
- Employee process: Bring proof of your legal name to Human Resources. Contact Human Resources for information 734.973.3497.

Q. Who will have access to my legal name?

A. Your legal name is accessible to WCC employees that are designated to have access to all, or portions of, your student or employee record.

Q. Will there be a charge to add a preferred name?

A. No, there is no charge. The cost to have a new WCC Staff or Student photo ID card will be waived (for the first change).

Q. What if I wish to change my current preferred name to a new preferred name?

A. You may remove a previously added preferred name at any time and revert to your legal name. For your first request to add a preferred name, the photo ID fee is waived. The photo ID replacement charge is applied for any subsequent changes to your preferred name. You are limited to the addition of one preferred name per year.

Preferred Name Limitations

The College will not permit a preferred name under the following situations:

- If the preferred name contains symbols or characters not in the standard 26 letter alphabet;
- Preferred names with punctuation are at the discretion of the College;
- If the preferred name carries a connotation that is profane, obscene; is a swear word or depicts a swear word;
- If it sexually explicit or graphic;
- If it is excretory-related;
- If it is used to describe intimate body parts or genitals;
- If it is used to describe alcohol, alcohol use, drugs, drug use, or drug culture;
- If it is used to describe illegal activities or illegal substances;
- If it is used to describe or identify gang life or activities;
- If it is used to substantially interfere with an individual's identification;
- If it is used to disparage or promote or condone hate or violence directed at any type of business, group, person, or persons;
- If it represents a foreign word falling into any of these categories;
- If it represents an actual or phonetic spelling of a word prohibited under any of these categories;
- If it represents a standard, chat, or other abbreviation of a word prohibited under any of these categories;
- The College reserves the right to limit the number of characters in a preferred name.