



UNITED TRIBES
TECHNICAL COLLEGE

REGISTRAR'S OFFICE

3315 University Drive
Bismarck, North Dakota 58504
Phone: 701.221.1850
Fax: 701.530.0636 | registrar@uttc.edu

Preferred Name Change

To request a preferred first name, bring this form to the Registrar's Office (located in the upper level of the Jack Barden Center) along with your student ID.

Your preferred first name will be used in place of your legal name on class rosters and my.uttc.edu. This form does not change your legal name on your academic record, diploma, student ID, or financial record.

Your preferred name will appear in my.uttc.edu in the "You are logged in as" message. In addition, faculty will see your preferred name when using the following faculty services:

- Class rosters
- Mid-term evaluations
- Final grade submission
- Advisee listing

LEGAL NAME:

Last Name

First

MI

Student ID

Local Address: Street

Apt. #

E-mail

City

State

Zip Code

(____) _____

Telephone Number

PREFERRED FIRST NAME:

Signature (REQUIRED)

Date

United Tribes Technical College (UTTC) recognizes that many students, faculty, and staff prefer to use first names other than their legal ones to identify themselves. As long as the use of this preferred name is not the purpose of misrepresentation, the college acknowledges that a "preferred first name can and should be used where possible in the course of college business and education.

All official college correspondence will use your legal name.

Please note: the preferred name is used solely for UTTC's internal systems. Official transcripts, enrollment verifications, diplomas, third party database systems, and all external communications will continue to use your legal name.

Your preferred name can be changed no more than once an academic year and twice during your time at UTTC.

Disclaimer: This policy does not form a contract of any kind and may be modified, changed, altered, or rescinded at the discretion of UTTC. Inappropriate use of the preferred name, including but not limited to misrepresentation or attempting to avoid a legal obligation, may be the cause for denying the request.

REGISTRAR'S OFFICE USE ONLY:

Processed By: _____ Date: _____

REVISED 06-2017 JJH-ACADEMIC AFFAIRS

Leadership begins here.