



North Hennepin
Community College

7411 Eighty-Fifth Avenue North | Brooklyn Park, MN 55445

Phone: 763-424-0719 | Fax: 763-493-0563 | Email: registration@nhcc.edu | Web: www.nhcc.edu

Complete this form if you would like NHCC to use a preferred name for you in its records, consistent with MnSCU System Procedure [1.B.2](#). When you complete this form, your preferred name will appear in your campus email address, system directories, class rosters and other NHCC records as technically feasible except where your legal name is required. You may request a preferred first, middle and/or last name. NHCC reserves the right to deny a requested preferred name if the requested name is inappropriate, such as: to avoid a legal obligation, to misrepresent, violates another system policy, etc. You may request to change your preferred name by completing this form again; individuals are not authorized to change a preferred name independently. You may be asked to show identification for security purposes. This process can take up to 10 business days.

Legal Name		
Legal First Name:	Legal Middle Name:	Legal Last Name:
Tech ID, Student ID, or STAR ID:		

By completing the information below, you are requesting that your preferred name appear as listed at any MnSCU Institution where you have an educational or employment relationship, and where the legal name is not required for business or legal reasons subject to the technical capacity of each institution for some fields.

Preferred Name		
Please complete each of the fields below. Where technically feasible, this is how your preferred name will be displayed within MnSCU records where legal name is not required.		
Preferred First Name (Optional):	Preferred Middle Name (Optional):	Preferred Last Name (Required):
Signature of Requestor:		Date:

******This section completed by Human Resources or Registrar******