

**Description:** This form is used by any PCOM faculty, staff, or student for a preferred name request. A signed, completed request form is required. Allow 10 business days from submission for processing of the request.

**Instructions:** Complete, sign, and submit this form using your PCOM email to the Equity and Title IX Coordinator at [titleixcoordinator@pcom.edu](mailto:titleixcoordinator@pcom.edu) (employees) or [registrar@pcom.edu](mailto:registrar@pcom.edu) (students)

PCOM:

*student ID number*

Legal First Name:

Legal Middle Initial:

Legal Last Name:

Phone:

Email:

Complete this section for a preferred first name to appear in the areas listed on page 2. You will also provide your selection for how your middle name will appear, if applicable. **Enter your preferred first name in the box below.**

**Preferred First Name:**

If you have a middle name, please check the box next to option for how you want your middle name to appear:

No change to middle name

Display middle initial only

Do NOT display a middle name

*For Students Only: Under the Family Educational Rights and Privacy Act (FERPA) have you opted out of the Student Directory?. Yes \_\_\_No\_\_\_.*

If you have opted out, the Preferred First Name information will not appear in the Student Directory.

By submitting this completed form, I am declaring a preferred first name. I understand that my preferred first name will appear in accordance with the PCOM Preferred Name Policy.

**Signature:**

By checking this box, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual/handwritten signature on this form.

Date:

*This section is for Human Resources or Registrar Staff*

Received by: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Processed by: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

The locations for Preferred First Name are as follows:

A. Faculty and staff :

Preferred First Names will appear in the following:

- PCOM staff directory
- my.pcom.edu
- PCOM Email
- PCOM Identification Badge

B. Students:

Preferred First Names will appear in the following:

- Directory Information [Unless a Family Educational Rights and Privacy Act (FERPA) information block has been requested.
- Class roster
- Displayed name for College email
- Profile on Banner Self Service
- Reports/List generated for faculty and advisors
- PCOM Identification Badge