

# RRCC Preferred Name Change Form

## Demographic Information

Legal Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

S#: \_\_\_\_\_ Phone: \_\_\_\_\_

RRCC E-mail: \_\_\_\_\_

Gender Identity: \_\_\_\_\_

Preferred Pronouns:

☐ feminine (she, hers, etc.)

☐ masculine (he, his, etc.)

☐ plural (they, their, etc.)

☐ gender neutral (ze, zir, etc.); list preference: \_\_\_\_\_

☐ other: \_\_\_\_\_

Would you like your instructors to be contacted each semester to let them know your preferred name/gender pronouns?

☐ yes (If you check this box, please include information on current courses below.)

☐ no

## Current Courses

Course (Department and Number):      Instructor:      Instructor's E-mail:

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## Process & Disclaimer:

- Submit form to Jen Macken in room 1254 on the Lakewood campus, or scan and send to [jen.macken@rrcc.edu](mailto:jen.macken@rrcc.edu).
- Once the form is submitted:
  - Your form will be forwarded to Student Records and your preferred name will be changed in the Banner system.
  - Your preferred name will populate on D2L.
  - You can take a signed copy of this form to the Student Life desk to get an ID with your preferred name.

\_\_\_\_\_  
RRCC Approving Official

\_\_\_\_\_  
Date