

DATE

TO: (with preferred first name) Last Name
Student ID Number
FROM: Dean of Student Office
Deb Boyer
Re: Preferred Name Change

Greetings (Preferred First Name),

I am writing to let you know that your preferred first name has been added on the following BHCC internal documents, communications, and web portals:

- Advisor lists
- Class rosters
- Moodle (if using Moodle)

In addition to above, you have the option of using your preferred first name on the following:

- Recognition and Awards: please contact the office distributing the award to have your preferred first name appear on any publications, certificates, or news releases.
- BHCC Email: please contact me at dboyer@bhcc.mass.edu to have your preferred name appear on your BHCC Email account. Please note that the change will be on the email address and display name. Your log in ID will remain the same.
- Student ID Card: please contact me at dboyer@bhcc.mass.edu to inquire on a new Student ID card with your preferred name. There may be a fee required.
- Diploma/Certificates: All students are asked how they would like their name to appear on their diploma/certificate on the graduation application.

Please note that your legal name will continue to be used on official college documents such as financial aid awards, FASFA, student accounts, payroll, health records, official transcript, federal immigration documents or interactions with federal agencies.

If you have legally changed your name and/or gender designation, you can change it on all of your records at the college by providing a certified copy of a court order, or other legal identification, such as a Massachusetts driver's license, to the Academic Records Office.

If you have any questions, please contact the Dean of Students Office at 617-228-2436.