



## Name Change Form

### Mid-Plains Community College

#### Legal Name

The name on your official college records is the name that you provided on your application for admission or employment application. If you wish to change your legal name, official documentation is required, along with this application. Your legal name will appear on your official MPCC records:

- Admissions records
- Athletic eligibility
- Federal financial aid
- Immigration documents
- MPCC transcript/grade reports
- Student account statements

#### Campus Name

Mid-Plains Community College recognizes that faculty, staff and students may prefer to use a name other than their legal name to identify themselves, regardless if you have legally changed your name. We welcome creativity and individualism of our community. However, your campus name cannot be used for misrepresentation, to avoid legal obligations, or for illegal purposes. Also, MPCC reserves the right to reject inappropriate requests, such as offensive or derogatory language. Your campus name will appear on the following MPCC records:

- CampusWeb
- Canvas
- Class/Grade Lists
- Commencement Program
- E-mail
- Dean’s or President’s List
- Student ID

#### Legal Name Change

Legal name currently on record at MPCC:	Legal documented change:
First Name	First Name
Middle Name	Middle Name
Last Name	Last Name
<input type="checkbox"/> I am requesting my MPCC network username to be changed to reflect my new legal name. <b><i>NOTE: This change will be made after grades are posted for current semester.</i></b>	

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**Campus Name Change - check one:**

My Campus Name is the same as the above legal name.

Change my Campus Name to:

First	
Middle	
Last	

I am requesting my MPCC network username be changed to reflect my new campus name.

**NOTE: This change will be made after grades are posted for current semester.**

**Please provide your current contact information:**

Street	
PO Box	
City, State Zip	
Phone	
Personal E-mail	

**Requestor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please return completed form with official documentation to:

- Any MPCC Welcome Center (McCook or North Platte)
- Any MPCC Community Campus (Broken Bow, Imperial, Ogallala, Valentine)
- Human Resources, 1101 Halligan Drive, North Platte

<i>Office Use Only</i>	
Name changed with following documentation	
U.S. Citizens	<input type="checkbox"/> Social Security Card (do not make copies)
Non-U.S. Citizens	<input type="checkbox"/> Passport
MPCC representative's signature viewing and verifying official document:	

Designated MPCC representative updating system:

**MPCC Signature** \_\_\_\_\_ **Date** \_\_\_\_\_