To foster a campus environment that is welcoming and inclusive, and that encourages self-expression, Waukesha County Technical College has established FAQs that details how any current student or employee may use a preferred or chosen first name on campus. We strive to have this name used wherever a legal name is not necessary.

WCTC recognizes that faculty, staff, students, and administrators may use names other than their legal name to identify themselves. These may include, but are not limited to, people who use their middle name instead of their first name, people who use nicknames of a legal name, people who use an anglicized name, or people who use a name that affirms their gender identity.

It is the desire of the college that students, faculty, staff, and administrators may use whatever preferred or chosen first name they want, regardless of whether they have legally changed their name, except where their legal names are required by law, industry standard, or strong business need.

The use of a preferred or chosen name cannot be for illegal purposes.

The FAQ uses the language of both "Preferred" and "Chosen" names. Both terms describe the intent of this initiative. A person may prefer to be known by a shortened name or a nickname. Alternatively, a person may choose to be known by a different name. The FAQs below use the term "preferred name" or "preferred name use," so whether you choose a different name or prefer a nickname, we will refer to it as preferred name in this document.

FREQUENTLY ASKED QUESTIONS:
1. **Can anyone select a preferred name?**
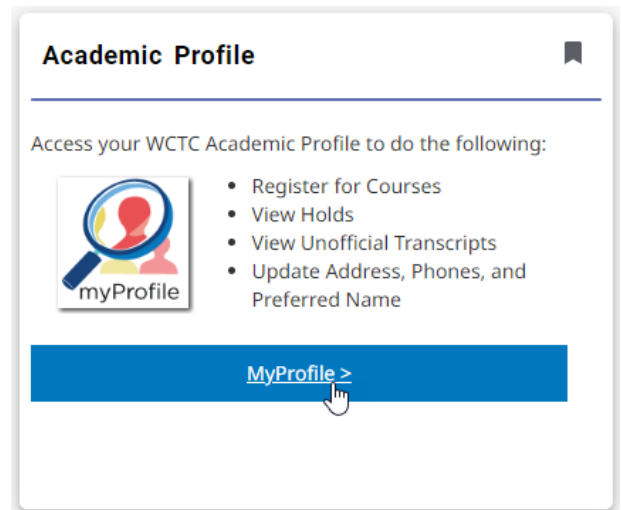   Yes. This option is available for all current students, faculty, staff, and administrators.

2. **Do I have to specify a preferred name?**
   No, you do not have to specify a preferred name. This is an option for people who wish to use a name other than their legal name to identify themselves. If you use your legal name, you do not need to specify a preferred name.
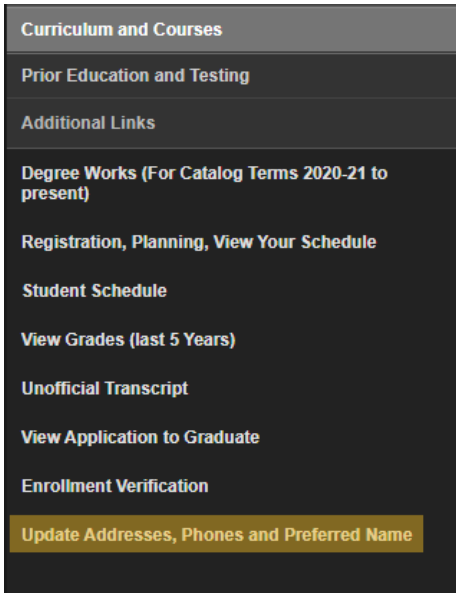
3. *How do I submit a preferred name request?*
   Student Instructions to Follow:
   1. Log in to **MyWCTC**
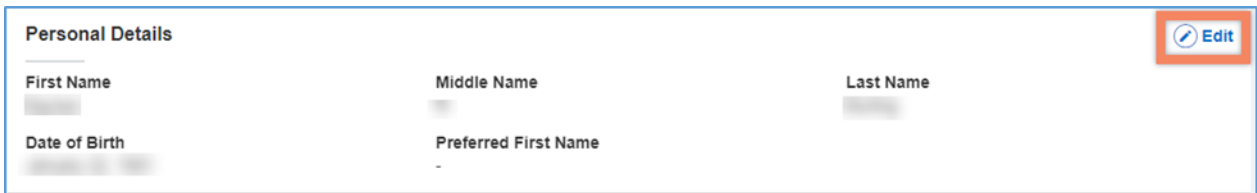   2. Navigate to the **Academic Profile** card & click on **MyProfile**

Academic Profile

Access your WCTC Academic Profile to do the following:

- Register for Courses
- View Holds
- View Unofficial Transcripts
- Update Address, Phones, and Preferred Name

MyProfile >

3. Click on **Update Addresses, Phones & Preferred Name**

| Curriculum and Courses |
| Prior Education and Testing |
| Additional Links |
| Degree Works (For Catalog Terms 2020-21 to present) |
| Registration, Planning, View Your Schedule |
| Student Schedule |
| View Grades (last 5 Years) |
| Unofficial Transcript |
| View Application to Graduate |
| Enrollment Verification |
| Update Addresses, Phones and Preferred Name |

4. Select **Personal Information**

   To **ADD or EDIT** a Preferred Name, Select Edit

Personal Details   ✎ Edit

First Name

Middle Name

Last Name

Date of Birth

Preferred First Name

-

   Enter the Preferred First Name and Select **Update**

Edit Personal Details ⓘ   ✕

First Name
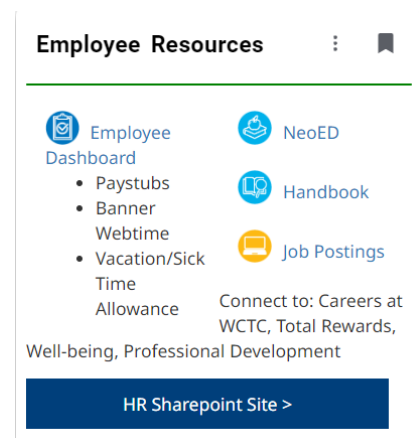
Middle Name

Last Name

Date of Birth

Preferred First Name

Enter Preferred First Name

Cancel   Update
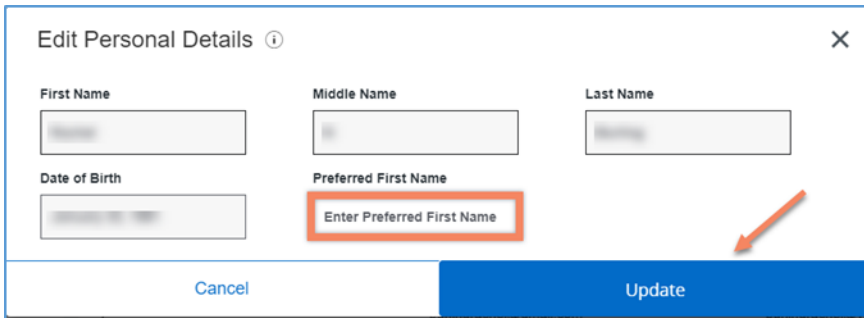
Employee Instructions to Follow:
1. Log in to **MyWCTC**
2. Locate the **Employee Resources** Card
3. Click on **Employee Dashboard**

Employee Resources ⋮ 🔖

📲 Employee Dashboard   🐢 NeoED
- Paystubs
- Banner Webtime   📖 Handbook
- Vacation/Sick Time Allowance   💼 Job Postings

Connect to: Careers at WCTC, Total Rewards, Well-being, Professional Development
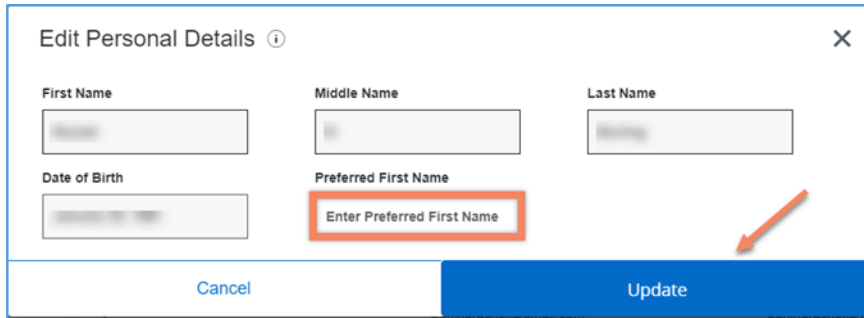
HR Sharepoint Site >

4. Click on **My Profile**
5. Select **Edit My Personal Information** under your picture on the left-hand side

To **ADD or EDIT** a Preferred Name, Select Edit

Personal Details			✎ Edit
First Name	Middle Name	Last Name	
Date of Birth	Preferred First Name		
	-		

Enter the Preferred First Name and Select **Update**

Edit Personal Details ⓘ   ✕

First Name   Middle Name   Last Name

Date of Birth   Preferred First Name

      Enter Preferred First Name

Cancel	Update

Please note that as Banner screens are updated, these instructions may change without notice.

4. **How can I update my name in Zoom to my preferred name?**
   - Login to zoom via wctc.zoom.us with your WCTC credentials. Choose "sign-In" to configure your account.
   - Click on profile on the left side of the page
   - Near the profile information in the middle of the page, click "edit"
   - Change the display name to what you prefer (name, pronoun(s), etc.)
   - Click "save" at the bottom of the screen

5. **Can I use my preferred name for everything at WCTC?**
   WCTC will strive to use your preferred name where possible, but your legal name will continue to be used in business and other processes that require use of a legal name. Examples of where your legal name is necessary include, but are not limited to the following:
   - Financial Aid documents
   - Payroll
   - Billing records
   - Medical records
   - Transcript
   - Federal Immigration documents
   - Non-Resident Visas and supporting documentation
   - Tax forms (i.e. W2, 1095C, 1099s)
   - Checks and direct deposit files issued by Accounts Payable
   - Student loan documents

   This FAQ will be updated as new information systems and services are added each year.

6. **Where will my preferred name appear?**
   We strive to have your preferred name appear wherever legal name is not required. A list of systems that currently use your preferred name is provided.

- **Students:**
    - MyProfile
    - Canvas
    - WCTC ID Card
- **Employees:**
    - Employee Profile
    - WCTC ID Card

7. **When will my preferred name show up?**
   You may expect your preferred name to be displayed after 48 hours of submission.

8. **Can I change my preferred name to whatever I want?**
   We trust the members of the WCTC community to choose preferred names after careful consideration, with good intentions, and with the community's best interests in mind. We don't anticipate having to deny a name change request or remove a preferred name. However, we do reserve the right to reject inappropriate requests and to remove preferred names with or without notice.

   We cannot give an exhaustive account of which uses or names would be inappropriate, but we can illustrate the idea with a few examples. Name changes may not be used to avoid legal obligations or for illegal purposes. Names requested should not include offensive or derogatory language. The purpose of the use of a preferred name is to foster a campus environment that is welcoming and inclusive, and that encourages self-expression; we expect to approve all name changes that do not contravene this purpose.

   If you would like to speak with someone to determine whether the use of a preferred name is right for your needs, please contact Sherry Simmons, Chief Diversity & Compliance Officer at ssimmons9@wctc.edu or x3481.

9. **How often am I allowed to change my preferred name?**
   It is our intent to provide students and employees an opportunity to be called by their preferred name. In doing so, employees and students are allowed to change their preferred name at least once per academic year, preferably at the beginning of an 8-week start date.

10. **How do I delete my preferred name?**
    You can follow the steps in #3 to delete your preferred name.

11. **Does changing my preferred first name automatically update my WCTC username and email address?**
    No. At this time, your WCTC username and email address cannot be updated with your preferred name.

12. **Will my preferred name appear on my WCTC ID card?**
    Yes. You can visit the Service Desk if you would like to get a new WCTC ID card with your preferred name. Please be aware that you may incur charges for having multiple WCTC ID cards printed at the Service Desk within a short period of time.

13. **How does a preferred name affect F-1 & J-1 visa students?**
    Preferred name is for use within the college community. International students may feel free to select a preferred first name for on-campus use. However, this does not apply in situations where one's legal name is required. For the purpose of F-1 or J-1 student visa status, the legal name is required on I-20s and DS-2019s. An individual's legal name is what appears in the passport.

14. I have more questions about the Preferred Name FAQs. Who do I contact?
- Students:
    - Rachel Burling, Registrar (rburling@wctc.edu)
- Employees:
    - Sherry Simmons, Chief Diversity & Compliance Officer (ssimmons9@wctc.edu)

For issues with your preferred name appearing in any information system or service, please contact the Service Desk at x5555.

CREATED: **August 2021**
UPDATED: **March 2022**
                       May 2023