



# JOLIET JUNIOR COLLEGE

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Joliet Junior College (JJC) works to ensure that all students have the opportunity to learn in a safe and supportive environment. JJC acknowledges that many students use first names other than their legal first name to identify themselves.

This form will enable students to use a preferred name in the course of College business. This request allows students to identify the use of a preferred first name in addition to their legal name and will not facilitate the name change on any legal documents. *Please note: The JJC Dean of Students will support the students request whenever possible. It is also suggested that the student take a proactive role in this process and encourages communication with faculty members.*

Students who wish to pursue this option must complete this form and submit it to the Office of Student Rights and Responsibilities. The Dean of Students may request to review this information with you for approval. Once reviewed and approved, the Dean of Students will provide the student with a letter of support and contact appropriate the offices who can support this request. *The approval of this form will not change a student's legal name on any legal college documents. A student is still obligated to use their legal name on all legal documents.*

It is the student's responsibility to contact the Office of Student Rights and Responsibilities each semester to provide updates in class schedule and needed support.

*To best serve you, please provide the information below (please print):*

Date of Request	
Legal Name / Name Assigned at Birth	
Formal Preferred Name	
JJC Student ID Number	
Phone Number	
Email	
Anticipated Graduation Date	

*Please identify how we can best support you:*

Preferred Electronic Educational Tools

Educational Tools	Yes- I would like my name changed for this format.	No- I do not request my name changed in this format.
iCampus	<input type="checkbox"/>	<input type="checkbox"/>
JJC Photo ID	<input type="checkbox"/>	<input type="checkbox"/>

Communication with Faculty and Other Support Services

Faculty and Departments	Yes- Please notify on my behalf.	No- I will communicate this information myself.
Faculty Members for the Current Semester		

For more information about this process, for additional information, or to seek other support services please contact The Office of Student Rights and Responsibilities by visiting A-1100 or calling 815-280-2761.

## FAQ'S

**1. What is a preferred name?**

A preferred name is a name that the student wishes to be known (identified) as by the College community.

**2. What is a legal name?**

A legal name is the name a student was assigned at birth and appears on legal documents such as: driver's license, birth certificate, passport etc.

**3. Is the preferred name mandatory for all students?**

No. The preferred name request is optional.

**4. Where will the preferred name be used?**

iCampus  
Academic Success Tracker  
JJC photo ID  
Grades first

**5. Does the preferred name modify/change a student's legal name?**

No. The preferred name change does not change the student's legal name.

**6. Where is my legal name be used?**

Registration  
Financial Aid  
Transcripts  
Academic certifications awarded  
Diplomas  
Class Rosters

**7. What are the restrictions on preferred name?**

The College reserves the right to deny, withdraw or remove and preferred name. The preferred name may not be used for the purposes of misrepresentation, deceit or fraud.