



Asheville-Buncombe Technical Community College
K. Ray Bailey Student Services Building
340 Victoria Road
Asheville, NC 28801
(828) 398-7900

Preferred Name Request

A-B Tech will allow a student to request a preferred **first name** for display in Moodle, student email accounts, and on the A-B Tech student ID card. A preferred name can be requested and processed at any time.

The College reserves the right to deny a preferred name if it exceeds any technical software limitation or is deemed inappropriate. A student may request a preferred first name up to two times. The legal name will only be changed in accordance with College policy.

Students are reminded that the legal name is considered directory information under the Federal Education Rights and Privacy Act (FERPA) and can be provided upon request to any entity unless a request for privacy has been submitted to the College. The legal name is available to College employees for the purpose of conducting College business.

This form can be submitted electronically from your [student email account](mailto:registrar@abtech.edu) to registrar@abtech.edu.

Legal Name: _____
First Middle Last Suffix

Student ID#: ____/____/____/____/____/____/____/____/

Requested Preferred First Name: _____

Student Signature Date

A-B Tech Approval Date

Office Use Only

1. Scan to Workflow: Name Chg Preferred
2. Scan to Applications/4 Preferred Name Mnemonic: BIO (any)

Preferred Name – Frequently Asked Questions

- **Question: Where will my preferred name be displayed?**

Answer: Your preferred name will be the name displayed to you and other classmates in Moodle. The display name in your student email account will also be your preferred name. Your student email account in Outlook/Microsoft 365 will have what's called an "alias" email address that will allow you to send and receive email using your preferred name in addition to your legal name. You can tell others to contact you at the email address that has your preferred name. Class lists for instructors will have your legal name *and* your preferred name (with your preferred name in parentheses). You can also use your preferred name to sign in at the electronic kiosk in the Bailey Building lobby, and you can have your student ID card printed with your preferred name. If you complete a program at A-B Tech, your preferred name can be printed in the commencement program list of graduates and on your diploma.

- **Question: Where will my legal name still be displayed?**

Answer: Your legal name will be used for your login username for Self-Service, WebAdvisor, Moodle, and student email account, which can't be seen by students or faculty. It will also be displayed at the top of Self-Service and WebAdvisor when you log in. It will always appear on your official A-B Tech transcript, 1098-T student tax forms, W-2 tax forms (if you are employed by the College), the basic application to A-B Tech (through the CFNC system), the Residency Determination Service and any documents related to residency for tuition purposes, and FAFSAs (financial aid documents). There are also rare cases where system maintenance in Moodle can cause the display name to revert to a student's legal name. If this happens, you can contact our IT HelpDesk at (828) 398-7550 or helpdesk@abtech.edu and they can get it fixed right away.

- **Question: Who can I turn to if I have questions?**

Answer: For specific questions about how your name is displayed in your student records, please contact our Registrar at registrar@abtech.edu. If you have any other questions, please contact the Information Center at info@abtech.edu. A-B Tech also has Safe Zone members all across campus (see abtech.edu/safezone for a list) who can help connect students to LGBTQIA-friendly resources.

- **Question: What should I do if I encounter discrimination regarding the use of my preferred name?**

Answer: It is the policy of the A-B Tech Board of Trustees that the College is fully committed to providing a learning and work environment that is free from prohibited discrimination. The College does not practice or condone discrimination or harassment based on race, color, national origin, religion, sex, sexual orientation, gender identity or expression, pregnancy, disability, genetic information/medical history, age, political affiliation or veterans' status in the administration of any of its academic programs and employment practices.

Inquiries or complaints concerning possible discrimination or harassment should be referred to the following offices:

Discrimination and harassment for students, please contact:

Office of the Vice President of Student Services
340 Victoria Road, Asheville, NC 28801, (828) 398-7146

Sexual Misconduct for students (including discrimination or harassment related to sex, sexual orientation, gender identity or expression, or pregnancy), please contact:

Title IX (Nine) Coordinator
340 Victoria Road, Asheville, NC 28801, (828) 398-7932

- **Question: What should I do if I have a legal name change?**

Answer: Please refer to the instructions for [how to submit a Change of Vital Data form](#) on our website.