

Change of Preferred First Name

To add, update, or remove a preferred name at Chemeketa Community College

1. Complete this form and submit it in person to Enrollment Services with photo ID or via your MyChemeketa email address to registrar@chemeketa.edu
2. The change will be updated within 1-2 business days and should take 24 hours to fully update in the system, though many changes will be automatic.
3. Please note that this form will only update your **preferred first name** in the system—which can only appear in specific places in the Chemeketa system (eLearn, email display name, etc). If you have legally changed your name, please fill out the form for Change of Information, and provide the required documentation.
 - a. Legal name is required on any official documentation, such as transcripts, enrollment reporting, tax forms, etc.
 - b. This will not change your user ID or email address, only the name associated with that email in your google profile.

Please Note:
**CURRENT CHEMEKETA EMPLOYEES MUST CHANGE
INFORMATION THROUGH HUMAN RESOURCES**

Student ID (K#): Date: - -

Legal Current Name in System:

Last, First, Middle

Address: _____
Street, City, State Zip

Phone Number with Area Code: _____ Email: _____@my.chemeketa.edu

Preferred First Name: _____

OR

I am removing my Preferred First Name
If you remove your Preferred First Name, it will default to your legal name in all Chemeketa records

Student Signature: _____

<input type="checkbox"/> I.D. or MyChemeketa	Office Use Only
<input type="checkbox"/> GUASYST	Processed by: _____ Date: _____