

## How can an instructor tell if a student has provided a preferred name?

If a student has provided a preferred name, it will be displayed on the instructor's roster in Instructor Briefcase in parentheses below the name (see below).

30	954-99-9999	TEST STUDENT TT (PREFERRED NAME DISPLAYS HERE)	425 564-2222	12/18/17	bcstudent.test@bellevuecollege.edu
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Total students	0036	Total students excluding withdrawals	0036
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Class Waitlist

SID	STUDENT'S NAME	STATUS	WAITLIST DATE/TIME	EMAIL
1 954-99-9999	TEST STUDENT TT (PREFERRED NAME DISPLAYS HERE)	W-LISTED	12/18/17 08:22:58 am	bcstudent.test@bellevuecollege.edu

Total students waitlisted 0001

## How can students add a preferred name? Can they change the preferred name once submitted?

There are two ways that a student can provide and/or change their preferred name in the system:

### 1) Online:

Login with SID and PIN at <https://www.ctc.edu/~bellevue/stuaddr/waci203.html>

The screenshot shows the 'Student Contact Information Login' page. At the top, there is a navigation bar with the Bellevue College logo and links for Register, Online Services, and Canvas. Below the navigation bar is a search box. The main content area has a title 'Student Contact Information Login' and two input fields: 'Student ID (SID)' with the value '954999999' and 'Student PIN' with the value '\*\*\*\*'. A 'Login' button is positioned below the PIN field. At the bottom of the form, there is a link that says 'Return to Online Services'.

Click on "change my contact information"



### Current Address Information

**Number and Street** 3000 LANDERHOLM CIR SE  
**City** BELLEVUE  
**State** WA  
**ZIP** 98007  
**Day Phone** 425.564.2222  
**Evening Phone** ..  
**Email Address** bcstudent.test@bellevuecollege.edu  
**Preferred Name**

[Change My Contact Information](#)

[Return to Main Menu](#)

Enter preferred name and press update

<b>Number and Street</b>	3000 LANDERHOLM CIR SE		
<b>City</b>	BELLEVUE		
<b>State</b>	WA		
<b>ZIP</b>	98007		
<b>Day Phone</b>	425	564	2222
<b>Evening Phone</b>			
<b>Email Address</b>	bcstudent.test@bellevuecollege.edu		
<b>Preferred Name</b>	Preferred name		

Update

2) In person at Student Central

Students can also add or change their preferred name at Student Central. Please advise students to have picture ID available, as this will be needed before we make a change.