

# Changing Student Personal Information

## Name Changes

### Legal Name Changes

If you have had a legal name change, complete the [Address Update and Name Change Form](#); attach two forms of photo identification or a copy of your marriage license, divorce decree, or court order; and submit it to the Registrar's Office (address below). Your name will be changed throughout all of the university computer systems, including our student information system and GeorgiaView. You may also request a new bobcats email address and a new Bobcat card.

### Preferred Names

If you have not had a legal name change, you may request that a preferred first name be entered in our student information system. To do so, complete the last section of the [Address Update and Name Change Form](#), and submit the form to the Registrar's Office (address below). At this time, the preferred first name will not appear in most of our records systems, including course rosters or GeorgiaView, but we hope to offer this functionality sometime in the future.

If your preferred name is a variant of your legal name, we will work with you to try and find another option for listing your name. For instance, if your legal first name and your preferred name share the same first initial, we *may* be able to use that on official and campus documentation. If you are interested in this option, either make an appointment with the Registrar (Parks Hall 107, CBX 069, 478-445-6286, [kay.anderson@gcsu.edu](mailto:kay.anderson@gcsu.edu)) or email her from your current bobcats email address.

You may also request to have your email address changed to your preferred first name. To do so, either make an appointment with the Registrar (Parks Hall 107, 478-445-6286) or email her ([kay.anderson@gcsu.edu](mailto:kay.anderson@gcsu.edu)) from your current bobcats email address.

Because student ID cards may be used to vote in the state of Georgia, your Bobcats card must continue to list your legal name.

# Address and Phone Number Changes

Addresses and phone numbers may be changed by downloading the [Address Update and Name Change Form](#). Completed and signed forms may be submitted to the Registrar's Office (address below).

Current students may also change their address and phone numbers online:

- Log into Unify/PAWS
- Click on the Personal Information link
- Click on Update Addresses and Phones
- Click on the link next to the corresponding address to be corrected
- Click Submit.

## Gender Changes

To change your gender in our records system, we must have legal documentation of gender reassignment. If you have this documentation, please submit a copy to the Registrar's Office (address below) and we will be glad to update your records.

## Contact Information

Registrar's Office  
Georgia College  
Parks Hall 107, Campus Box 069  
Milledgeville, GA 31061  
Office: 478-445-6286  
Fax: 478-445-1914  
Email: [registrar@gcsu.edu](mailto:registrar@gcsu.edu)

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