



**Trans
@RIT**

Welcome

We're glad to have you here!

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A hand is shown holding the wooden pole of a transgender flag. The flag features horizontal stripes of light blue, pink, and white, with a light blue triangle at the top. The background is a solid light pink color.

Whether you are an incoming student or currently enrolled, this guide will help you navigate RIT as a transgender or non-binary student.

The following information will provide instructions for changing your name, locating all-gender restrooms, applying for gender-inclusive housing, and more!

Name Changes

Some students need to change their name and have not or do not wish to change it legally. If this sounds like you, you're in the right place!

Start.RIT.edu – Make this your first stop.

Visit the Registrar's Office website at start.rit.edu and change your first (and middle, if you wish) name by clicking the Name Preferences box.

Changing your name here will update it in SIS, class rosters, grades, and various other systems. Your name will **NOT** be updated on any official, legal documents unless proof of a legal name change is provided. Your legal name will also be used on eservices and all paper mail.

Keep in mind that "preferred" name is **NOT** searchable. If you are asked for your name, in some circumstances your chosen name may not appear. In that case you can ask that they search for your information using your UID number. Your account can be found this way, and it should display your preferred name.

Note that only your first name can be changed this way. Your last name has to be your legal last name for all RIT purposes. Also, be aware that your dead name may appear in a system or within a search list created without the "preferred name" field selected. If your name appears somewhere unexpectedly we ask that you report it to the Q Center so we can try to resolve it for the future.

Name Changes

If your name has not been legally changed...

CampusGroups

CampusGroups receives name data from SIS so your name, if correct in SIS, should be correct in CampusGroups. If that is not the case and you have waited at least 24 hours after changing your name on the [Start.RIT.edu](https://start.rit.edu) page, contact the office at ritcampusgroups@rit.edu.

Registrars Office

Eastman Hall, first floor

Student Employment Office

University Services Center, Room 1350

If your name has been legally changed...

Go to the **Registrar's Office** with a copy of your court order and affidavit. The registrar will keep a copy for their records. This copy will not be given to any other agencies, and information regarding your birth name or your name change will not be shared with other agencies. Your name will be changed through all systems except payroll. If you work on campus, you will need to go to the Student Employment Office with your new social security card.

Name Changes

Post Office

Visit the Post Office and ask for a manager. Request that your name be changed in the system and be specific about what you want. If you would like incoming packages to have your new name on package labels, say so explicitly. Otherwise, their system will interpret it as a nickname, allowing you to receive mail under that name, but your full legal name will still be shown on packaging labels. If you have a new ID card, show them this to avoid any confusion.

If you have problems, contact Giovanni (John) Sgro at gxsmmai@rit.edu.



Name Changes

If you experience barriers or have concerns...

Please note that as hard as we try, sometimes there may be an issue. We ask that you report it to the Q Center and/or OUTspoken so we can document the problem and try to resolve it with you. Systems and policies occasionally change, as do personnel, so we would like to continue to develop and educate the RIT community on best practices.

After changing your name on documents...

We recommend you check in with your professors to let them know of the change. It may also be good to do this if you are not comfortable changing your name in SIS and other systems. This can be an uncomfortable task, so we put together a template to get you started! (View next page)

Dear Professor,

I am a student in (insert class). I am contacting you to let you know that I identify as (insert name, or pronouns). Although class rosters may list my name as (insert legal name), the name I will be using in class is (insert preferred name) and my pronouns are (insert pronouns). I would appreciate it if you called me by that name and used my pronouns during class. If you have any questions regarding this change, please contact me or the Q Center at qcenter@rit.edu. Thank you for your understanding.



(Sign with preferred name)

Remember that it is not your personal obligation to educate your professors. You may choose to discuss things with your professor, and you are more than welcome to ask us for help. We are prepared to answer any questions you or your professors may have.



Gender Markers

The registrar will update your gender marker at any time. You can request this at the front desk, via phone call, **(585) 475-2821** or online request.

The current system has three options: female, male, and unknown. “Unknown” eventually defaults to “male”. We realize these categories represent binary sexes and not gender. This is a current system limitation.

Restrooms

A list of all-gender restrooms is available on our website at <https://www.rit.edu/studentaffairs/qcenter/resources/unisex%20bathrooms%202019.pdf>

A map of all-gender restrooms is here: [Maps.rit.edu](https://maps.rit.edu). Enter “gender” into the search bar to populate all of the locations.

If you find an error on the map or in the publication, please alert

Email

If you are an incoming student, you can ask ITS to assign you a new email address that matches your new name before you start classes. After you have started at RIT, this cannot be changed. Each student has both an Identity and an Account in ITS that are separate variables. Identity is your name, and Account is your login/email address. Identity is easy to change, but Account has a lot of data attached to it once you have been a student for any period of time, making this extremely difficult to change.

You can create a custom email address with an **@mail.rit.edu** extension. Note that this does not change your login information or your original username, and other members of the RIT community can see what your account is. To create a custom email, go to **start.rit.edu**. Go to **Mail Preferences** on the left sidebar and choose a custom email. This will function as any other RIT email address provided the full “@mail.rit.edu” extension is used. If you simply use “@rit.edu” the email will not work.



Housing

If you are an incoming first-year student, you are required to live in the residence halls. While most are segregated by gender, there are gender inclusive options available. You may request gender inclusive housing through the online housing questionnaire that you will receive upon acceptance to RIT. There may also be single dorm rooms available. If these options are not available to you, contact Housing directly.

If you are a returning student, keep in mind that first-year student have priority in residence hall selection but all RIT apartments are gender inclusive. Single rooms may be available there, too.

To contact Housing Operations

Call: **585-475-2572** (ask for Becky Hicks) E-mail: **housing@rit.edu**

StarRez is the software RIT uses for housing selection. If you have a preferred name on file with the registrar, your housing profile will be displayed under that preferred name. Any paper mail sent to your home will be addressed to your legal name. Your family will also not be informed of your request for gender inclusive housing, and it will not show up on any bills they may receive.

Campus Resources

Q Center

SAU A530
585.475.6355
qcenter@rit.edu
rit.edu/qcent

Ombuds Office

SAU 1114
585.475.7200
ombudsask@rit.edu
rit.edu/ombuds

Outspoken

Campus Center A635
outspoken@rit.edu
rit.edu/sg/outspoken

Tangent

Tangent@gmail.com

Stacy Derooy

RIT Title IX Coordinator
585.475.7158
stacy.derooy@rit.edu
rit.edu/titleix

Counseling Center

August Center, second floor
585.475.2261
rit.edu/counseling

Women & Gender

585.475.7464
ritwom@rit.edu
rit.edu/womenandgender

Division of Diversity & Inclusion

Eastman 1120
585.475.6546
rit.edu/diversity

Off-Campus Resources

State by State Name Change Information

ImageOUT Film Festival

GVGV - <http://www.gayalliance.org/gard/genesee-valley-gender-variants/>

Creating Change National LGBTQ+ educational conference

Northeast LGBTQ Conference

Transgender Health

Student Health Center

Access to HRT

UR/Strong Gender Health Services: <https://www.urmc.rochester.edu/childrens-hospital/adolescent/gender-health-services.aspx?redir=golisano.urmc.edu/genderhealth>

LGBT+ Health services for POC: <https://mochacenter.org/>

Listing of NYS trans friendly health services(good for people who might be from other parts of the state or co-oping/moving to full time in other areas.) <http://nytransguide.wikidot.com/>

Off-Campus Resources

Planned Parenthood: https://www.plannedparenthood.org/health-center/new-york/ithaca/14850/ithaca-health-center-3333-91090?utm_campaign=ithaca-health-center&utm_medium=organic&utm_source=local-listing

Fertility clinics if someone is looking to freeze material before medical transition

<https://www.cnyfertility.com/new-appointment-form/>

<https://www.urmc.rochester.edu/ob-gyn/fertility-center/services.aspx>

