

TRANS @ RIT



CENTER

WELCOME

WE'RE GLAD TO HAVE YOU HERE!

TABLE OF CONTENTS

NAME CHANGES.....	2
GENDER MARKERS.....	6
RESTROOMS.....	6
EMAIL ADDRESSES.....	7
HOUSING.....	8
CAMPUS RESOURCES.....	9

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

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

NAME CHANGES

IF YOUR NAME HAS NOT BEEN LEGALLY CHANGED...

REGISTRAR'S OFFICE - MAKE THIS YOUR FIRST STOP

Visit the Registrar's Office and ask to change your "preferred" name. You may request a new ID card which reflects this change. Your name will also be updated on 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.

More and more RIT services are using preferred names as the primary name. However, preferred name is NOT searchable. If asked for your name, tell them to search by 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.

THE LINK @ RIT

The Link is updated with data from SIS once per term. If you change your preferred name through the Registrar after this update occurs, your name will not be updated in The Link until the following semester.

You can request a manual change of your "primary name" by emailing TheLinkHelp@rit.edu.

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.

ITS

As of 2015, the registrar is manually informing ITS of preferred name changes, so your info can be automatically updated in many of the RIT systems. Most systems such as MyCourses, grades, and class rosters should update overnight. If you do not see these changes within one week, follow up with ITS.

If your name has not updated automatically, first go to start.rit.edu. Go to Name Preferences on the left sidebar. You will be able to access a list of names that will allow you to change your display name to the preferred name you have given the Registrar. This will change your name on any account that requires your RIT login information. If your preferred name is not listed, contact ITS directly and ask to change your display name.

STUDENT HEALTH CENTER

The Student Health Center database does not update with the other systems. You may give your new name to the front desk and they will add this to your chart.

NAME CHANGES

CONTINUED...

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 gxsmi@rit.edu.

OTHER PLACES

Unfortunately, RIT's systems draw names from a variety of places. While we're working to streamline the process, you may run into issues and you'll need to speak out for yourself to get the changes you want. Remember that the Q Center and OUTspoken are resources to help you.

IF YOU ARE TURNED AWAY FROM ANY OFFICES...

REPORT IT!

You have the right to be treated with respect, including being referred to by your preferred name and pronouns. If anyone refuses to change your name against the official policies of their department, note the person's name and report them to a superior. If you are talking to a student, be sure to ask for a manager. If you are uncomfortable filing a complaint, report your experience to the Q Center and we will be happy to help you resolve the issue.

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 for any reason cannot make the changes you want. This can be an uncomfortable task, so we put together a template to get you started!

Professor _____,

I am a student in (insert class). I am contacting you to let you know that I identify as (insert identity). 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 preferred pronouns are (insert pronouns). I would appreciate it if you called me by that name and used my preferred 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 explain things further, but you are more than welcome to leave that up to us. 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. No paperwork is necessary.

The Registrar has an additional “Unknown” gender option. While “unknown” is not a good description of non-binary gender identities, it is currently the only variation their system allows. Note that “Unknown” will default to “Male” in other campus systems that do not have a third gender option.

RESTROOMS

A list of gender neutral restrooms is available on our website at www.rit.edu/studentaffairs/qcenter/Publications.html.

Locations of gender neutral restrooms will soon be available on RIT’s interactive campus map. This map is available at <http://maps.rit.edu>

E-MAILS

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 account, 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 freshman, you are required to live in the dorms. 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, the gender inclusive option will not be available on the housing questionnaire until the 2017-2018 school year. If you would like to request a gender neutral dorm option, you may do so by contacting the Housing Office directly. Keep in mind that freshmen have priority for dorms so this option may not be available. All RIT apartments are gender inclusive. Single rooms are available in the apartments as well.

To contact Housing:

Call: 585-475-2572 (ask for Becky Hicks)

E-mail: housing@rit.edu

StarRes 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, so you are not outed to your parents. 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.

RESOURCES

Q CENTER

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

OMBUDS OFFICE

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

COUNSELING CENTER

August Center, second floor
585.475.2261
rit.edu/counseling

CENTER FOR WOMEN & GENDER

Campus Center 1760
585.475.7464
ritwom@rit.edu
rit.edu/womenandgender

OFFICE OF DIVERSITY & INCLUSION

Eastman 1120
585.475.6546
rit.edu/diversity

OUTSPOKEN

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

TANGENT

transrit@gmail.com

STACY DEROOY

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

