

Transitioning at UCCS

LGBTQ+
Resource Center

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Can I use my chosen name when I apply to UCCS?

At this time, students must use their full legal names (as the name appears on legal documents) when applying to the University of Colorado, Colorado Springs. Students may, however, contact the LGBTQ+ Resource Center with assistance in updating their chosen name on documents that do not require a legal name (e.g., class rosters) with the Registrar once they have been accepted into the university. You may also change your chosen name on your own through myUCCS student portal, as soon as you have access: [Campus Name and Pronouns Change Guide](#).

What if I change my legal name during the application process?

It is best not to complete a name change during the application process. The process will run more efficiently with advanced completion of a name change legally, or by completing a **Student, Faculty, and Staff Record Change Request Form** under [Student Forms](#) with the Registrar's Office after the application process has already been completed.

Applicants who would like to go through with a legal name change during the application process are advised to contact The Office of the Registrar - Admissions and Records: 719-255-3361 | registrar@uccs.edu

Do I need to give my gender on the application?

Students applying to UCCS must indicate their legal gender (as it appears on legal documents) when completing the application. Any individual, who has been accepted, may update their gender marker (once legally changed) by completing a **Student, Faculty, and Staff Record Change Request Form** under [Student Forms](#).

Are gender-inclusive housing options available?

Yes! Gender Inclusive Housing (GIH) allows for same gender, opposite-gender, or other-gender identities to live together, regardless of the sex assigned at birth. This housing option provides an environment where student housing is not restricted by traditional limitations of gender. GIH is reflective of the housing choices/opportunities available to students who live off-campus, where they select their roommate of choice irrespective of the sex assigned at birth. Limited placements in Gender Inclusive Housing are available for students who are looking for a mixed gender on-campus environment and for whom the traditional same-gender room assignments are not ideal or appropriate.

On the Housing application, select "I wish to live in Gender Inclusive Housing" Be sure to also fill in the information about your requested roommate if you have someone specific in mind with whom you would like to live. It is important to make sure your requested roommate has also selected the "I wish to live in Gender Inclusive Housing" option on their application. Students should consider that roommates are intended to live together for the entire academic year, so you should carefully consider with whom you wish to live.

If you have further questions about GIH assignments you may contact Hannah Wengert, Housing Occupancy Specialist, or Angela Storck, Associate Director of Housing Operations, can be contacted at astrock@uccs.edu or at 719.255.7549. Students who may need other accommodations (e.g., a single private room) related to gender identity/expression may directly contact the Ralph Giese, the Director of Residence Life and Housing, at rgiese@uccs.edu or 719.255.4327.

Addressing Discrimination

The UCCS Discrimination and harassment policy states that “[UCCS] is committed to providing an environment where all individuals can achieve their academic and professional aspirations free from unlawful discrimination or harassment based on protected class status.” It also defines sexual orientation, gender identity, and gender expression as protected classes.

Essentially, this policy posits that the campus does not tolerate any sort of harassment or discrimination due to your transgender status. UCCS takes this *very* seriously.

If you feel you may be the victim of discrimination or harassment, or to file a complaint of discrimination/harassment or exclusion, please contact:

The Office of Institutional Equity
Main Hall - Room 312
719-255-4324
equity@uccs.edu

Please feel free to contact the LGBTQ+ Resource Center with assistance in filing a discrimination/harassment claim: rnorwood@uccs.edu | 719-255-3447

Where are gender-inclusive restrooms?

Follow this link for a directory of all gender restrooms on campus, and a list of which buildings have all gender restrooms: [All Gender Restroom Map](#)

What trans-focused events happen on campus?

The LGBTQ+ Resource Center hosts events throughout the academic year to raise awareness on campus of transgender identities and experiences. Please visit our [website](#) for a list of upcoming events or to be added to our monthly newsletter. Events we have hosted in the past include observing the Transgender Day of Remembrance and Resilience, and Trans Day of Visibility.

If you have any ideas or suggestions of events you would like to see on campus, please feel free to visit the LGBTQ+ Resource Center (UC 110) or email Rafael Norwood, LGBTQ+ Coordinator (rnorwood@uccs.edu).

What student clubs are on campus to support transgender students?

There is one student club on campus called Queer Transgender People of Color and Two-Spirit that provides a confidential, transgender, and intersectional oriented environment. There is also a general LGBTQ+ club on campus called Spectrum. For more detailed and up to date information, you can visit [Mountain Lion Connect](#) or contact Rafael Norwood, LGBTQ+ Coordinator ([rnorwood@uccs](mailto:rnorwood@uccs.edu)).

What do I do if I came out to my parents, and they cut off support?

We suggest setting up an appointment with the LGBTQ+ Resource Center (rnorwood@uccs.edu | 719-255-3447). We are available Monday – Friday, 8:30am – 5:00pm. We can be your advocate and help get you connected to resources on and off campus that you need to maintain a comfortable level of support.

Can I be out and hold a job on campus?

Yes, both university policy and Colorado state law protect student employees from discrimination based on one's gender identity. If you feel you have been discriminated against, you may contact the Office of Institutional Equity at 719-255-4324. (see page 4 for more details about handling discrimination, should it become an issue)

Where are friendly places to work?

In addition to student positions at UCCS (which are all trans friendly in accordance to university policy), students may find friendly employers off campus. A list of LGBTQ+ inclusive employers may be found through the Human Rights Campaign (HRC).

[Link to HRC Guide](#)

Name & Gender Marker Changes

How do I get professors to use my chosen name and pronouns?

We suggest sending your professors an email or setting up an appointment to discuss your chosen name and your pronouns. The LGBTQ+ Resource Center would be happy to assist you with this process. We also assist students in updating their name as it appears in class rosters.

There are several ways to go about addressing chosen name and pronouns with your instructors and professors. Here are some ideas, and by no means are these the only ways.

When To Inform an Instructor:

Many trans-identified and transitioning students prefer to inform their instructors of name and pronoun preferences before the beginning of the semester so as not to be outed during roll call or classroom discussions. Other students are comfortable stating their preference during the first roll call of the semester when many instructors ask for nicknames. Some folks are comfortable changing their name and pronoun mid-semester, and others prefer to wait until the beginning of the semester.

How To Inform an Instructor:

Your uccs.edu email account is the official means of communication at UCCS. Faculty are required to check this email just like students, and many will be checking for emails from students before the semester begins and usually daily or more during the semester. For students who find discussing trans identity or transition in person to be difficult or awkward, email is a great tool. Here is an example of an email:

Dear Professor Duarte-

I am writing to let you know that I am in the process of transitioning. My legal name is currently _____ and may appear on your class rosters and computer systems as such. I will now be going by _____ and now use _____ pronouns. I will be using my chosen name on all of my homework, tests or other class activities so please make a note about the change. If you have any questions on how to

manage name changes or anything else, please contact the LGBTQ+ Resource Center on campus at mosaic@uccs.edu or 719-255-3447.

Thank you so much for your understanding and help.

- Other students are more comfortable discussing name and pronoun preferences in person. After class or at office hours are a great time to talk to your teacher, and they will have information on office hours on their syllabus.
- What to do if an instructor does not respect your decision: Unfortunately there is no guaranteed way to ensure that another person will respect your requests to be addressed by your chosen name and pronoun. When this happens, you have the option to [report](#) the issue. As always, the LGBTQ+ Resource Center is here for you to help out and support you, so contact us as well with any concerns or questions.

What if a professor does not respect your gender identity or expression?

All students are encouraged to report any experiences involving discrimination and/or harassment to campus officials. No student should be treated unfairly based on their gender identity or gender expression. Regardless of what form this unfair treatment may take, there will be campus resources to help you. If you believe that you are being discriminated against based on your gender identity or gender expression, you should contact the Office of Institutional Equity. In addition, if you happen to experience intentional misgendering, dead naming, etc. this can also be dealt with by the Office of Institutional Equity.

You can reach the Office of Institutional equity online, by phone, or in person:

<https://equity.uccs.edu/>

719.255.4324

Main Hall 312

If you feel like your professor's disrespect for your identity does not quite fall into the jurisdiction of the office of institutional equity, but still needs to be addressed, you can always contact the Office of the Dean of Students at dos@uccs.edu or 719-255-3091.

As always, students may always set up an appointment with the LGBTQ+ Resource Center to discuss options (rnorwood@uccs.edu | 719-255-3447). We are available Monday – Friday, 8:30am – 5:00pm. and are open to walk-ins.

How can I update myUCCS Student Portal and Canvas with my chosen name?

You may change your chosen name on your own through myUCCS student portal. Please refer to our website for a guide that will assist you through this process. [Campus Name and Pronouns Change Guide](#). Students may also consult with the LGBTQ Resource Center to have their chosen name appear in their Portal, Canvas, and class rosters.

How can I update my email/username to reflect my chosen name?

Yes, you can do this by visiting the IT Help Desk (First Floor, El Pomar Center) and requesting that your username reflect your chosen name. You may contact the IT Department for specific questions: 719-255-3536 | helpdesk@uccs.edu.

Can I change my student ID card to reflect my chosen name?

No, unfortunately, student IDs reflect your legal name and can only be changed when you have completed a legal name change and filled out a [UCCS Student Record Change Request Form](#).

How do I legally change my name?

A member of the transgender community on campus has put together a comprehensive step by step guide for legally changing your name in Colorado. You can find it on [our website](#).

Social Security Card

Once your court order has been processed, you can change your name with the SSA (Social Security Administration) either in person or by mail. You cannot change your name online. Once the SSA has processed your name change, your new Social Security card will be mailed to you. Your Social Security number (SSN) will not change.

To change your name with the SSA in person, visit your local Social Security Administration office with:

- A completed Application for a Social Security Card (SS-5).
- Your legal name change documents, such as your:

Court-ordered name change.

- **Proof of your identity**, such as your:

U.S. driver's license.

U.S. ID card.

U.S. passport.

- **Proof of your U.S. citizenship**, such as your:

U.S. birth certificate.

U.S. passport.

Citizenship certificate.

All documents must be originals or certified copies. Visit the website for a complete list of accepted documents.

To change your name with the SSA by mail, send the above documents to your local SSA office. All your documents will be sent back to you after your name change has been processed.

Driver's License or State ID

Wait at least 24 hours after reporting your name change with the Social Security Administration before changing your name with the Colorado DMV.

When you change your name, you must also purchase a new CO driver's license or ID card.

To change your name with the CO DMV, visit your local Driver License office in person and bring:

- Your legal name change documents
- Proof of your identity, such as your:

CO driver's license or ID card.

U.S. passport.

- Proof of your address, such as your:

Utility bill.

Bank statement.

Rent or mortgage document.

- Your Social Security number (SSN).
- Payment (Driver's Licenses: \$30.87, ID Cards: \$12.67)

Note: All documents must be originals or certified copies. The DMV provides complete lists of acceptable documents to prove your identity and residency.

You will receive your new CO driver's license or ID card in the mail within 30 business days.

Birth Certificate

To request a change to a birth certificate, you must:

- Complete a birth certificate correction form.
- Submit a copy of your identification.
- Submit legal name change documents.
- Pay the processing fees.

Submit your correction or change to the Colorado Department of Public Health and Environment.

*Note this information on legal name and gender changes is relevant to the state of Colorado only. Rules and regulations regarding name and gender change in the state of your residency or birth (for birth certificates) varies by state.

How do I legally change my gender?

State departments will require a signed letter from a medical provider confirming that you have had the appropriate clinical treatment for gender transition. The letter must come from a licensed physician with whom you have a patient relationship and who is familiar with your transition-related treatment. It can be a primary care physician or a specialist.

You are entitled to an updated gender marker if you have had the clinical treatment determined by your health care provider to be appropriate in your individual case to facilitate gender transition.

No specific type of treatment is required, and details of your treatment should not be included in the letter from your physician.

The letter can be submitted with your name change to update the gender maker on your social security card.

Driver's License or State ID

To change your gender marker on a Colorado Driver's License, go to the DMV office and request form DR 2083 titled "Medical Information Authorization." The form will be assigned a control number in order to be usable. It needs to be completed by a medical doctor and then turned back in to the DMV.

*There is no longer a requirement to have gender reassignment surgery to have a Colorado Driver's License gender marker changed.

Birth Certificate

In order to change the gender marker on your birth certificate, you **MUST** have gone through gender-confirmation surgery. Once surgery is complete, you must file a court order indicating that the gender-confirmation surgery has been completed. This court order along with the legal document of name change may be submitted to the Colorado Department of Public Health and Environment to change both name and gender.

How do I change campus records to reflect a legal name/ gender change?

Students must first have **one** of the following documents with their **legally** changed name and/or gender marker:

- Valid Driver's License
- Passport
- Social Security Card
- Birth Certificate
- State Issued ID
- Military ID
- Official Marriage License
- Court Divorce Forms
- W-2 Form
- Official Court Name/Gender Change Documents

Students must then fill out completing a **Student, Faculty, and Staff Record Change Request Form** under [Student Forms](#) through the Office of

the Registrar. For questions on this process, please contact the Registrar's Office (719-255-3361 | registrar@uccs.edu).

I have not changed my name legally but would like to use a chosen name at UCCS.

You may change your chosen name on your own through the myUCCS student portal. You will find a guide on the resources page of the [LGBTQ+ Resource Center website](#). Changing your chosen name through the UCCS portal system is an incredibly affirming moment. Please note that changing your name through the portal **will not** affect various important legal documents such as financial information or any system that requires legal name. If you wish to have your appropriate name on these documents, and not your birth name, you are going to need to complete a legal change of name. Keep in mind this process can take as many as six months to complete.

Using a chosen name with Student Employment

Please note that you may ask to go by your chosen name to your on-campus job and employers are happy to oblige. Your birth name will appear on all student employment paperwork and systems until a legal name change is documented. For a legal name to change to appear in the student employment systems, you must also present your new social security card that lists the new name.

Health and Wellness

There are two great medical care resources for transgender people that are affiliated with UCCS, the Student Wellness Center, and the UCCS Lane Center for Academic Health.

The Lane Center for Academic Health

The Lane Center provides primary care, and behavioral health care. They accept many major insurances, and have a friendly staff. The Lane Center offers gender affirming hormone therapy (GHRT) and prescribes hormone replacement therapy (HRT). If you wish to be prescribed HRT, it is recommended that you call or request a callback on their website, and mention that you are transgender and are seeking appropriate health care. The reception staff is very friendly and informed on trans related issues.

For more information, or to schedule an appointment, visit the Lane Center's website at

<https://healthcircle.uccs.edu/primary-care-clinic>

The Student Wellness Center

The Student Wellness Center is another great health care resource for transgender students.

Is the Wellness Center knowledgeable about transgender health issues?

Yes. All Wellness Center staff is trained to be sensitive to the issues experienced by current and potential transgender patients. The Wellness Center works diligently to provide a safe, caring environment where all patients are treated with the respect they deserve.

Does the Wellness Center Prescribe Hormone Replacement Therapy (HRT)?

The Wellness Center providers can prescribe HRT for students that are already on it but do not initiate the process. For more information and complete details, please make an appointment to speak with the Assistant Vice Chancellor for Health and Wellness, [Stephanie Hanenberg](#).

Do you have counselors on campus who know about transgender issues?

The Wellness Center on campus has been heavily involved in the LGBTQ Task Force and there are counselors available who are competent in working with the transgender community.

How can I schedule an appointment with the Wellness Center?

You can call the office at (719) 255-4444 or visit their [webpage](#).

Campus and Community Resources

LGBTQ+ Resource Center (UC 110)	719-255-3447
National Center for Transgender Equality (NCTE)	Crisis Line: 877-565-8860
<u>World Professional Association for Transgender Health (WPATH)</u>	wpath@wpath.org
<u>Trans Bodies</u>	-----
<u>Sylvia Rivera Law Project (SRLP)</u>	212-337-8550
<u>Transgender Law Center</u>	415-865-0176
<u>Trans Student Educational Resources (TSER)</u>	tser@transstudent.org
Office of Institutional Equity	719-255-4324
Inside Out Youth Services	719-328-1056

For any additional questions or concerns, please feel free to contact the UCCS LGBTQ+ Resource Center at 719-255-4337 or rnorwood@uccs.edu.