

## TRANSGENDER RESOURCE GUIDE

Developed by the CCAD Queer Artist Collective, this resource is designed to provide transgender students resources and information about how to navigate campus life and policies, as well as to review Columbus resources. While this is not an exhaustive list, it's a great starting point for support.

### CCAD Resources

- The Queer Artist Collective (QAC) is here to provide community, support, and resources. QAC has weekly meetings students can attend, as well as events such as Queer Prom. You can keep up with us by following us on Instagram @ccadqac or by joining our discord!
- The [Student Engagement & Inclusion](#) office at CCAD is here to help create and sustain a welcoming and supportive environment. The office coordinates special events, exhibitions and workshops that explore diversity topics and current events. To contact Student Engagement & Inclusion, email [inclusion@ccad.edu](mailto:inclusion@ccad.edu).
- Counseling & Wellness Center provides free counseling services by licensed mental health professionals and interns. The CWC is located in the Administration Building. You can request an appointment by either emailing [counseling@ccad.edu](mailto:counseling@ccad.edu) or through their website on [MyCCAD](#).

### HOW TO ADD YOUR CHOSEN NAME TO CCAD SYSTEMS

CCAD recognizes that students may choose to be addressed by a name other than their legal name for a variety of reasons. Below are guides on how to change your name on CCAD systems and IDs.

- **Moodle, GoMail, and Teams**

Within [Self Service](#), the chosen first name is known as "Display Name." Self Service, Moodle, GoMail, and Teams will use the display name on course rosters, grade reports, and your schedule. To change your display name, follow these steps:

1. Log in to your Self Service account at.
2. Click on the "My Profile" tab and select "Personal Information".
3. Select "Gender Identity Information".
4. Select "Edit" to modify the Display Name.
5. Select "Save" to submit the form with your chosen name in the Display Name field.
6. Display Name change requests go to the Registrar and students will receive a confirmation email from the Registrar's Office upon approval. Once approved, it may take up to 72 hours before you see changes.

- **CCAD Student ID**

Current students may have their CCAD Student ID card changed to include their chosen first name. To change your Student ID, follow these steps:

1. Complete the Self Service Display Name change process described above.
2. Print a copy of the approval email that you receive from the Registrar's Office.
3. Submit the approval email to the Safety & Security Office to request a new Student ID at no additional cost.

- **Gender identity and pronouns**

Current students can identify their gender identity with the college via the Gender Identity Information section on Self Service. To change your gender identity information, follow these steps:

1. Log in to your Self Service account at <https://ss.ccad.edu/selfserv>.
2. Click on My Profile tab, select Personal Information, then select Gender Identity Information.
3. Select "Edit" to modify Gender Identity.
4. Select "Save" to submit the form with your chosen gender identity selected.
5. Gender identity forms will be reviewed by the Registrar. Once approved, it will appear in the student Gender Identity section of the Self Service student profile only. The college reserves the right to remove a gender identity if it is used inappropriately and/or for misrepresentation.
6. Identifying a gender identity is optional. If you do not complete a Gender Identity Form, your gender identity will be listed the same as your birth sex.

Students may notify CCAD about their gender pronouns by contacting the **Registrar** at [registrar@ccad.edu](mailto:registrar@ccad.edu). Upon request, the Registrar will notify faculty members about a student's pronouns that correspond with their gender identity.

You can find more information on this at <https://www.ccad.edu/name>

### **LOCATING ALL GENDER RESTROOMS ON CAMPUS**

In reflection of CCAD's diverse population, the college has at least one "all gender restroom" in every building, which is a single-occupancy bathroom with a lock on the external door. Students are allowed to use any bathroom they prefer, and all bathrooms have menstruation products provided. If you want a map of where to find gender inclusive bathrooms, let us know (email us [ccadqac@gmail.com](mailto:ccadqac@gmail.com)) or visit [MyCCAD](#). Questions about all gender restrooms? Contact Student Engagement at [studentengagement@ccad.edu](mailto:studentengagement@ccad.edu).

### **HOW TO TALK TO CCAD INSTRUCTORS**

Most professors will ask for your chosen name and/or pronouns on the first day of class during attendance tracking. If they do not ask for your name and pronouns, or they change, talk to them in-person or by email, and let them know to how you wish to be referred. You can find their email on your syllabus or on their Moodle page. Here is an example of how to email them:

Dear Professor \_\_\_\_\_,

I am a student in your (insert class name here). I am getting in contact with you to let you know that my name will probably show up on your roster as (insert legal name here), but I actually go by (insert chosen name here) and (insert chosen pronouns) pronouns. I will be putting (insert chosen name here) on my assignments and I would appreciate it if you called me that in class. If you have any questions about this, please don't hesitate to contact me. My email address is (insert email address here) and my phone number is (insert phone number here).

Thank you,  
(close with chosen name)

### **HOW TO ADDRESS POSSIBLE DISCRIMINATION**

If a professor, CCAD employee, peer, and/or campus organization does not respect your chosen name

or pronouns or discriminates against you or someone else, students can talk to the Chair of their department (which you can find on the CCAD website under Academics), file a report using the [Bias Incident Report](#), or talk to **Athena Sanders**, Vice President for Student Affairs, Dean of Students & Title IX Coordinator ([asanders@ccad.edu](mailto:asanders@ccad.edu)).

While it is recommended that anyone considering filing a Bias Incident Report first discuss the issues with the person involved and/or the person's supervisor, we understand this might not always be possible. This step is not required, but ensures the concern has been shared and potentially resolved in a cooperative setting.

### **Gender Therapists**

Gender therapy focuses on the social, mental, emotional, and physical needs of those who are questioning gender, are uncomfortable with aspects of their gender or body, are experiencing gender dysphoria, or are seeking gender-affirming interventions. While CCAD does not have specifically trained gender therapist, you can locate options in the area by visiting the therapy directory [psychologytoday.com](http://psychologytoday.com) and use the Issues tab to filter by Transgender in order to find local therapists experienced in that area.

### **Legal Name and Gender change**

Equitas Health and TransOhio hold regular Name & Gender Change Legal Clinics throughout Ohio to help people navigate the name and gender change process. For more information, visit [equitashealth.com/legalclinic](http://equitashealth.com/legalclinic) or call 614-340-6729. Also available through these groups is an Ohio Name and Gender Change Guide which you can find online. If you need legal support or help, visit the ACLU Ohio or the Equality Ohio Law website.

### **Columbus HRT and Surgery Providers**

- [King Lincoln Equitas Health \(nearest pharmacy to campus\)](#)  
750 Long Street Suite 3000 Columbus, Ohio 43203  
614.340.6700  
Equitas has an online guide that explains in depth how HRT works, surgery options, and provides other types of transition information.
- [Ohio Health](#)  
111 S Grant Ave. Columbus, Ohio 43215  
614.566.9000
- [The Ohio State University's Wexner Medical Center Transgender Primary Care Clinic](#)  
Two locations on website  
614.293.5123
- [Planned Parenthood of Greater Ohio](#) (offers informed consent care)  
1511 West Broad Street Columbus, Ohio 43222  
614.222.3525

These are just a few of the providers in the area, not a definitive list. Do your own research as well, and if you need help finding transition care providers or inclusive medical care, reach out for more help and resources.

### **Columbus Resources**

- [Equitas Health](#) has several local Trans and Queer support groups you can join, which you can find on their website.
- [TransOhio](#) is Ohio's first and largest trans-equality organization, which provides support and resources, available on their website.
- [Stonewall Columbus](#) is the largest LGBTQ+ non-profit in Columbus and has several resources and events.
- [Mozaic](#) is a wellness program and community space serving transgender, gender non-conforming, and gender non-binary people ages 13-29.

### **Other LGBTQ+ Columbus Clubs and Organizations**

- Black Queer & Intersectional Collective Black, Out, & Proud
- Queer Climbing Columbus (Rock Climbing) Queer Gamers of Columbus
- Ace and Aro Alliance of Central Ohio Out Runners Columbus
- Adventure Pride (Hiking) Ohio Roller Derby Evolution Theatre

If you need any other support or resources, the Queer Artist Collective is here for you! You can reach us through our email ([ccadqac@gmail.com](mailto:ccadqac@gmail.com)), our discord, instagram (@ccadqac), or by finding us at our weekly meetings!