

Incoming Trans* Student Guide

1. What would I do about submitting my immunization records if my records are in my assigned legal birth name and not my current legal name?

Immunization records must contain your *name, date of birth, and student ID number*. If possible, *change the name on your immunization records* to your current legal name. It should work to submit your immunization records even with your previous legal name if they have your NDSU student ID number and your date of birth. If additional documentation is needed submit a *documented letter* stating your new legal name to the Student Health Service.

Student Health Service | <https://www.ndsu.edu/studenthealthservice/immunizations/>

Wallman Wellness Center

8th Street and Centennial Blvd Fargo, ND 58105

701-231-7331/701- 231-6132 (fax)

2. Are there gender neutral restrooms at NDSU?

Yes, please go to this site to see the locations of gender neutral restrooms at NDSU: <https://www.google.com/maps/d/viewer?msa=0&z=13&ie=UTF8&mid=17XhEB7Tsy0xnRVClwwUFeijRM>.

3. What LGBTQ+ student organizations do you have at NDSU?

Pride Alliance (Facebook.com, search NDSU Pride Alliance): Is a student run group for LGBTQIA+ undergraduate students that provides games, crafts, volunteer projects, informative speakers, deep discussions and most importantly long-lasting relationships. Collaboration throughout year with Tri-College and the Fargo-Moorhead community. https://www.ndsu.edu/lgbtq/groups_and_meetings/ndsu_pride_alliance/

gradPRISM: (Facebook.com, search NDSu gradPRISM): A social affinity group for LGBTQ+ and ally graduate students who are interested in connecting and networking with one another. We plan to have meetings and socials throughout the semester that fit the needs and desires of the group. https://www.ndsu.edu/lgbtq/groups_and_meetings/graduate_prism/

4. Where can I find resources at NDSU and in the Fargo-Moorhead area?

- * We have a LGBTQ+ *Resource Center* located at the *Equity and Diversity Center located in the Alba Bales House* (between Ceres Hall & the STEM building). <https://www.ndsu.edu/edcenter/> | <https://www.ndsu.edu/lgbtq/>
- * The *Pride Collective Community Center* in the Fargo-Moorhead area is a welcoming space & offers resources for the LGBTQ+ community. 1105 First Ave S. Fargo, ND 58102 | (218) 287-8034 | <http://www.pridecollective.com/>
- * For a general list of LGBTQ+ related resources please visit, <https://www.ndsu.edu/lgbtq/lgbtqresources/>, and you will also find a [Transgender Resource Guide](#).

5. Can I use NDSU's Student Health Services for my hormone prescription?

Yes, ask your doctor to send your prescription to the Pharmacy at NDSU's Student Health Center and you can pick it up there.

6. Can I change my username that I use to log into my electronic accounts?

Yes, please *contact IT Help Desk* at 701-231-8685 (option 1) or bring your NDSU ID Card to the IT Help Desk in Quentin Burdick Bldg 150 to request to change your username. The username will be changed to the following accounts: NDSU electronic ID, N.D. University System ID, and NDSU email address . This may take more than 5 business days to complete, and your request *will not change the display name* for each of these accounts. *To change your display name, you must change your preferred name.*

7. How can I go about setting up my preferred name for my electronic accounts?

A preferred name can be set for a first and/or last name. The preferred name will appear in your email display name, Blackboard, online directory, and other electronic systems that are used. *Please note, the 'Legal' name listed in Campus Connection is how your name will appear on your diploma.*

Steps to setup preferred name :

1. Log in to Campus Connection and in your Student Center under the "Personal Information" heading click 'Demographic Data'

2. Select "Names" and click "edit" button shown next to "Preferred Name"

3. Update Preferred name & click "save"

*You can also view instructions here, <https://www.ndsu.edu/onestop/connect/preferred/>.

8. How do I go about changing my name and sex legally in Cass County (ND) or Clay County (MN)?

Name & Sex Change Information for Cass County

[Sex Change Handout](#)
[Name Change Handout](#)

Name & Sex Change Information for Clay County

[Sex Change Handout](#)
[Name Change Handout](#)

* If you have additional questions, *Lambda Legal* provides useful support and information: <http://www.lambdalegal.org/know-your-rights/transgender>.

9. How do I go about changing my legal name and gender on my official NDSU academic records (e.g. transcripts, Campus Connection)?

Name Changes: If you wish to change your 'Legal' name (name verified by a birth certificate, passport, court order, etc.), you must complete a [Name Change Request Form](#) (available on the One Stop [Forms](#) page in the Registration & Records tab under STUDENT RECORDS) and *provide official documentation* stating your new legal name to the Office of Registration and Records. Upon receipt & verification of this documentation, the registrar will change your name in your official academic record.

Gender Changes: You must provide the registrar with a *certified copy of a court order* showing your change of name and "good faith" statement from you stating a request for a gender change.

Office of Registration and Records | <https://www.ndsu.edu/registrar/records/namechanges/>

[110 Ceres Hall](#)

1301 Administration Ave. Fargo, ND 58102

NDSU Dept. 2831 / P.O. Box 6050 / Fargo, ND 58108-6050

701-231-7981 (local) / 800-608-6378 (toll free) / 701-231-8959 (fax)

ndsu.registration.records@ndsu.edu

