

# Transitioning at Cornell: Resource Guide

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## Introduction

This resource guide was created by the student group [Transitioning at Cornell \(TAC\)](#) with the goal of aiding students who are looking to transition on campus. This guide pertains exclusively to the Cornell specific aspects of transition. If you are looking for support or assistance with other aspects of transition, TAC offers peer support, as well as resource referral.

## Navigating the Document

Due to the quantity of information in this document, the following features exist to assist with ease of navigation and accessibility:

1. The table of contents at the beginning of the document is hyperlinked to section headers.
2. Any individuals or offices listed in the document are hyperlinked to a directory at the end of the document, which provides a contact name, email address, and phone number.
3. All email addresses included in the body of the document are hyperlinked.
4. Any forms, documents, or webpages listed in the document are hyperlinked.
5. Locations listed in **green** are marked by green circles on the map at the end of the document.

## Transitioning at Cornell

**Transitioning at Cornell (TAC)** is a student run group focused on improving the lives and experiences of transgender Cornellians. We offer resources for graduate and undergraduate students who have, are, or are considering legally, medically, or socially transitioning at Cornell. Our group offers social support, resources pertaining to all aspects of transitioning at Cornell, and a forum for trans students to bring their questions, concerns, and suggestions for improving the trans experience at Cornell. In addition to working with students, TAC also works closely with many members of Cornell's administration to offer current and future transgender students the best Cornell experience possible. Questions or interest can be directed to our organizational email [transitioning@cornell.edu](mailto:transitioning@cornell.edu).

## Name and Gender Marker

### Can I change the name on my Cornell ID card before it's legally been changed?

**Yes!** Cornell now allows you to change the name on your ID card, and will provide a replacement free of charge. To have this change made, you will need to visit the [Office of the University Registrar](#) in **Day Hall**.

### I legally changed my name after applying to Cornell. How do I get it changed in Cornell's system?

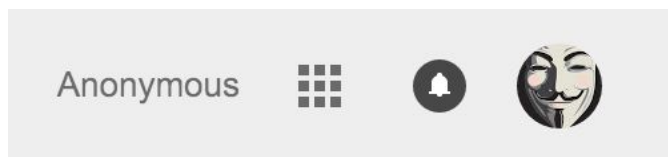
Congratulations! Now that you have your name change documents, the process for changing your name in Cornell's system is fairly simple. You will need to go to **Day Hall**, to the **Office of the Registrar**. Bring your **name change documents**, your **Cornell ID**, and at least one other form of **government ID** (passport, license, permit, etc.). Explain that your name has been legally changed. They will take your paperwork and make the change in their system, as well as providing you with a new Cornell ID free of charge.

### Can I change my netID?

**Stay tuned!** Transitioning at Cornell (TAC) is currently working with CIT to finalize the procedures and policies surrounding a NetID change. We are hoping this policy will go live by the beginning of the Spring 2019 semester, and will update this document accordingly as soon as the policies are in place.


### Can I change the name on my Cmail?

**Yes!** The upper right-hand corner of your Cmail will display a circle with either your picture or initials in it:



My account (large blue rectangular button in the center):

This account is managed by **cornell.edu**.  
[Learn more](#)



Change

**Anonymous**

[Google+ Profile](#) – [Privacy](#)

My Account

Add account

Sign out


Personal info & privacy (top right):

 [Personal info & privacy](#) >

About you (you may need to scroll down slightly):

[About You](#) [Edit what others see about you](#) >

The pencil on the right of the large box containing your name and picture (or initials):



Anonymous



Change your first name:

First

Anonymous

Last

Save.

To have access to these options, you will need to create a **Google+ account**. You may also need to refresh the email page a few times before seeing the changes you made.

### Can I change my name in Student Center?

**The short answer is, unfortunately, no.** This is also subject to change in the Spring 2019 semester, so check back for updates! You can, however, change your ‘preferred name,’ which is the name your Student Center will display, and the name that will populate to the other systems that draw from PeopleSoft. Scroll down to the bottom of your Student Center.

Personal information:

#### Personal Information



[Demographic Data](#)

[Emergency Contact Info.](#)

[Emergency Mass Notification](#)

[Names](#)

[User Preferences](#)

other personal...  

Names (your legal name will be listed as your ‘primary’ name) → add a name (rectangular green button):

#### **Names**

---

View, change, or delete a name

Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use. At this time you are not able to update your Primary Name through Self-Service. Additional name types are not available.

| Name Type | Name |  |  |
|-----------|------|--|--|
| Primary   |      |  |  |

**ADD A NEW NAME**

Name type (preferred) → add your name:

### Add a new name

Additional Name Types are not available. Please visit registrar.cornell.edu for additional information on updating Name.

**Add a new name**

**Name Type:** Preferred

**Format Using:** English [Change Format](#)

**Prefix:**

**First Name:** Anonymous **Middle Name:**

**Last Name:**

**Suffix:**

**Date new name will take effect** 11/05/2015 (example: 12/31/2000)

**SAVE**

[Return to Current Names](#)

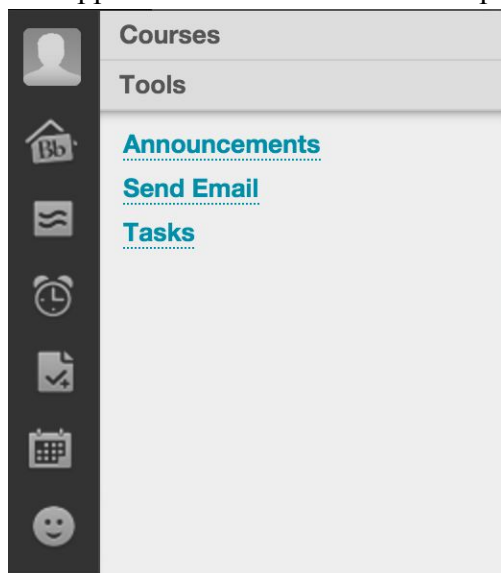
Date new name will take effect (make sure it reads the current date).

### Can I change my name in Blackboard?

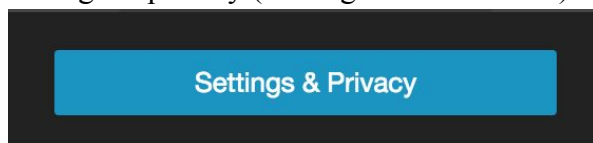
Yes! The upper right-hand corner of Blackboard will display your name (click on it):



The upper left-hand corner of the drop down menu has an image of a face (click on it):



Settings & privacy (rectangular blue button):



Change your name:

\*How would you like your name displayed?



Save.

If you're not able to get to the 'profile' page, you haven't created a **MyEdu account** yet. Just follow the steps it takes you through, go back to your main Blackboard page, and follow the instructions above.

### Can I change my gender marker at Cornell?

**Yes!** To change your gender marker at Cornell you will need to work through **Cornell Health** (Cornell's health center). A counselor in CAPS (Counseling and Psychological Services) will be able to have your gender maker changed in Cornell's system (see below for information on CAPS). This can be important as your gender marker is displayed both to advisors and professors!

## Cornell Health

### What services does Cornell Health provide to transgender students?

**Cornell Health** provides a comprehensive array of both **medical** and **counseling** services specifically tailored to transgender students. To read more, visit Cornell Health's [Gender Care page](#).

How do I make an appointment (medical)?

The physicians at **Cornell Health** currently working with transgender students are [Beth Kutler, NP](#)



**Beth Kutler**  
NP

Nurse Practitioner /  
Clinical Director of  
Women's and Sexual  
Health / Clinical Health  
Information Technology  
Liaison

Medical

Level 5

[bk82@cornell.edu](mailto:bk82@cornell.edu).

And [Dr. Margaret \(Peggy\) Hurley, DO](#)



**Margaret  
(Peggy)  
Hurley**  
DO

Physician

Medical

Level 7

[mlh334@cornell.edu](mailto:mlh334@cornell.edu)

The easiest way to schedule an appointment is online via [myCornellHealth](#).

Login with your netID and password → enter your birthdate:

**Welcome back! To confirm your identity, you must provide the following additional personal information:**

Please confirm your date of birth:

Nov 5 2018

Proceed

Cancel

Select appointments:

## Appointments

Schedule an appointment

To **schedule an appointment**, click on the blue button above.

Select medical care:

**Please select the type of appointment you would like to make:**

- Medical Care
- Counseling (CAPS)
- Physical Therapy
- Massage
- Nutrition
- BASICS
- Requirements for Cornell University Entry



I need an appointment not related to an illness or injury:

Please select the **primary** reason for your visit:

- I have an **illness or problem** (like a cold, pain, sexual-health concern, or eating concern)
- I have an **injury** (like a skin wound, head injury, foot or shoulder pain)
- I need an **appointment not related to an illness or problem** (like a check-up or nutritionist visit)
- I need to make a **follow-up appointment**
- I need to **renew a prescription**
- I need to make a **nurse visit** (like for a blood pressure check, medication injection or ear cleaning)
- I need to make an appointment for an **allergy shot, immunization, or travel clinic**
- I'm a **Gannett employee** and I need to schedule my Annual Health Assessment

I need transgender care:

Please select the main reason for your visit (choose only one):

- I need a **women's health visit** (such as a **well woman visit**, birth control or procedure)
- I need a **physical** (to have a form filled out, or a routine NON-gynecology check-up)
- I am, or have been, seen by the **(CHEP)** medical team, and **need to make another appointment**
- I'd like to see a **nutritionist**
- I would like **testing for sexually transmitted infections** (and I don't have any symptoms)
- I would like to speak with a nurse about my **choices for birth control**
- I have **questions about pregnancy**
- I need **transgender care**
- I need to have some **stitches (sutures) removed**
- Something else**

Yes:

Is this your first visit for gender transition related care?

- Yes
- No

Enter a callback number → schedule an appointment.

### Why should I make a medical appointment?

Having a practitioner who specializes in transgender care is great. You won't need to explain anything to her, and she's familiar with a lot of the common health concerns transgender individuals face. She can also write prescriptions for **hormones**, **sharps**, and **syringes**. She is also able to write letters for having the **gender marker on a passport** changed, and **travel letters** (for traveling with your prescription). Additionally, she can recommend **surgeons** specialized in transgender procedures, perform **pre-operative testing**, and do **bloodwork** (necessary for individuals taking hormones). Cornell Health also provides **post-operative care** in the form of bandage changing/application and drain removal.

## How do I make a counseling appointment?

There are several counselors at CAPS who have experience working with transgender and questioning students as part of Cornell Health's gender care team. You will be matched with a counselor who has the appropriate qualifications when you go through the CAPS scheduling process. If, however, you do not feel comfortable doing this, or feel that you need an expedited intake process, we encourage you to reach out to [Dr. Karen Williams \(kw292@cornell.edu\)](mailto:kw292@cornell.edu). Dr. Williams has extensive experience working with transgender and questioning students, and is an incredible advocate for transgender students.



**Karen  
Williams**  
PhD

Psychologist

Counseling & Psychiatry,  
Let's Talk

Level 5

## Why should I make a counseling appointment?

Even if you don't personally feel you require counseling for your mental and emotional wellbeing, a counselor can provide you with an official **gender dysphoria diagnosis**, a **letter for hormones**, and **letters for gender related surgeries**. Depending on the medical treatment or surgery you are interested in, the number and type of letters required will change based on the state, the surgeon or physician, and the surgery itself. Make sure to research exactly what you need from a counselor before your appointment. Counseling appointments can also help you to maintain your mental health and emotional wellbeing.

## Can I add my preferred name in myCornellHealth?

**Yes!** Cornell's patient portal, **myCornellHealth**, is the way you will make appointments, complete health questionnaires, and receive messages from your health care providers at **Cornell Health**. (This information is confidential and not shared across the university.) To enter your preferred name:

- > go to [myCornellHealth](#)
- > click on PROFILE, and
- > click "EDIT" next to the preferred name field
- > enter your preferred name

## Can Cornell Health provide me with HRT?

**Yes.** **Cornell Health** can prescribe cross-sex (gender-affirming) hormones. If you already have a prescription from your doctor at home (out of state), a **Cornell Health** practitioner can write you a prescription for NYS, which can be filled by Cornell Health's pharmacy (see below). They can also prescribe any sharps and syringes you may need.

## Where do I pick up my prescription?

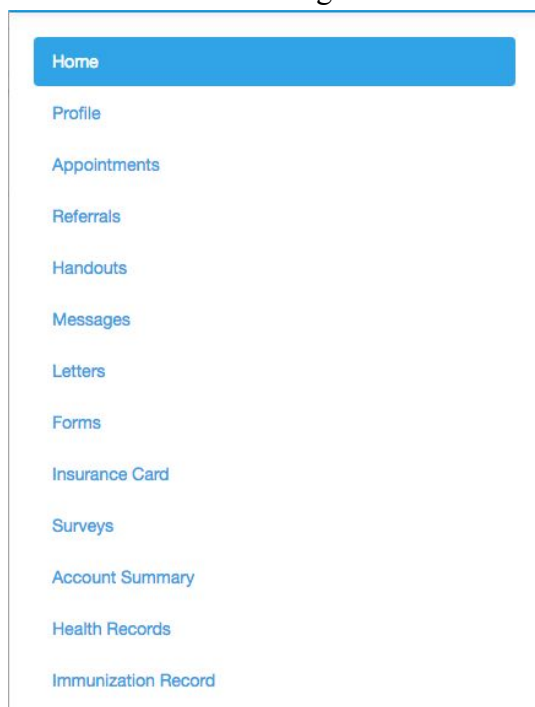
All prescriptions can be filled and retrieved at the [Cornell Health Pharmacy](#) (level 4). In addition to your **HRT prescription**, **sharps**, **syringes**, **sharps disposal containers**, and **alcohol prep pads** are all available at the pharmacy.

## Sharps disposal?

You have two options for Sharps (injection needle) disposal at Cornell. You can collect your sharps and dispose of them through [local programs](#), or you can purchase a **Sharps container from the Cornell Health Pharmacy** and simply **return the container to the front desk** (level 4) when it's full. They will dispose of it for free.

## Binder program?

**Cornell Health** provides transgender individuals access to high quality binders through their pharmacy with no copay. Cornell Health offers the [gc2b half-tank binder in sizes XXS-3XL](#) (any color) and the [Underworks tri-top binder in sizes XS-3XL](#) (any color). Cornell Health will order you up to **two binders per semester**, which you will be able to pick up on **Level 4** at the **pharmacy** when they arrive. Binders can be ordered in one of two ways. The first way is to order your binders in person through the **pharmacy on Level 4**. The pharmacist will provide you with a "Chest Binders" card. Once you have filled it out, return it to the pharmacist. You will be notified when your binders are ready for pickup. The second way to order your binders is through your [myCornellHealth](#) patient portal. To do this, first follow the link to your portal and use your netID, password, and birthdate to login. You will see this menu on the left-hand side of the screen. Select Messages:



Under secure message inbox, select New Message:

## Secure Messages Inbox

New Message

Refresh

Under select communication option, select Send a message or attachment to the Pharmacy:

## Select Communication Option

- Send a message or attachment to **Medical Services** (including Occupational Medicine)
- Send a message or attachment to **Counseling Services** (CAPS)
- Send a message or attachment to the **Pharmacy**
- Send a message or attachment to **Physical Therapy**
- Send a message or attachment to **Health Records**

If this is an emergency, call 911 immediately. If you have an urgent question or concern, please consult with us by phone at (607) 255-5155. On call providers are available 24/7.

Messages sent via "MyCornellHealth" will be reviewed during business hours only.

Continue

Cancel

Under I want to, select Request a chest binder for gender-affirming care:

Transfer a prescription to/from Cornell Health

- Ask a pharmacist a non-urgent question
- Fill a new prescription
- Refill a prescription
- Transfer a prescription to/from Cornell Health
- Send pharmacy insurance information
- Request a chest binder for gender-affirming care

Continue

Cancel

This will open a new message. In the message, include your preferred **quantity** (up to two), **brand** (TAC officially recommends GC2B), **size**, and **color** of binder. Also remember to include your phone number, so the pharmacy can contact you when your binders arrive!

**Recipient:** PHARMACY, CORNELL HEALTH  
**Message Type:** Binder Request  
**Subject:**   
**Attachments:**

Items marked with \*\*are required.

If needed, the Cornell Health Pharmacy may call me at:

\*\* Local Phone #:

\*\* Please indicate binder types and sizes below. Refer to [health.cornell.edu/services/gender-services](http://health.cornell.edu/services/gender-services) for options.

## Student Health Plan (SHP)

### What is SHP?

SHP is Cornell's **Student Health Plan**. All Cornell students are enrolled in SHP automatically each year, unless they waive the plan in lieu of private insurance that meets Cornell requirements. A great feature of SHP is that it covers hormones and surgeries, according to Aetna's Clinical Policy Bulletin 0615 (Aetna Student Health is the provider of the Cornell SHP). For more information, search 'transgender' in the SHP Member's Guide or review the Aetna Clinical Policy Bulletin: Gender Reassignment Surgery.

### Who do I talk to?

**[Jo Ann Molnar-Kieffer](#)** is the Student Benefits Administrator for Cornell's SHP, and can be reached by email at [jb58@cornell.edu](mailto:jb58@cornell.edu), or by phone at (607) 255-6363. Ms. Monlar-Kieffer is a great ally, and invested in working with trans students on campus to ensure they receive the best healthcare coverage possible.

## Housing

### Who can I talk to about housing?

The best way to address any housing related concerns is to contact the [Housing Office](#) (206 Robert Purcell Community Center) which can be reached via email at [housing@cornell.edu](mailto:housing@cornell.edu), or by phone at (607) 255-5368. The [Housing Office](#) will be able to offer you any information you're not able to find below, assistance with room changes, special placement, or gender inclusive housing options.

### What are my housing options?

You have a variety of housing options at Cornell. You can choose the **general application** (the same one all incoming freshmen go through) or **housing lottery** (the same one all rising sophomores, juniors, and seniors go through), you can apply for a **program house** or **co-op**, or you can contact the [Housing Office](#) and request **special placement**.

### How does the housing application work?

As an incoming first year student, you will fill out a housing application indicating your **room preference** (single, double, triple, quad) and **housing option** (general housing, program house, suite). You will then enter a lottery and be **assigned a room**. Things to consider about the general housing application are as follows: If you applied for a single, there is a good chance you will end up in one. North campus generally has more singles available than students who request them (but no guarantees). While you have a good chance at being placed in a single, your single could be part of a suite (which are single gender). Even if you end up in a single that isn't in a suite, hallways and sometimes even floors, can be gender divided. If your gender marker is legally female, you also could be placed in Balch, which is an exclusively female dorm.

### How does the housing lottery work?

Housing for sophomores and upperclassmen is determined by a housing lottery. Everyone receives a **timeslot** in which they can select a room. Students are **permitted to block** with each other or **apply individually** with an indicated **room preference** (single, double, triple, suite). Considerations for the housing lottery include: When attempting to block with friends, or when selecting a suite, any involved individuals will see the name and gender marker in Cornell's system. You will also not be allowed to create a mixed gender suite unless you are applying for continuing residence (as a rising junior) in one of the west campus dorms, or if you are applying for gender inclusive housing.

### What are mixed gender suites/blocks?

Students applying to **continue residence** in a west campus dorm are permitted to form mixed gender suites/blocks.

### What about gender inclusive housing?

Gender inclusive housing is a Cornell policy that allows people to live on campus with anyone regardless of legal sex, gender, or gender identity. All **students can block with people of different legal sexes**, but **may not room** with someone of the opposite sex **unless they select gender-inclusive housing**. When a student selects gender-inclusive housing, they will be contacted by the **Housing Office** to determine what housing accommodations will offer them the best living experience. Information on gender-inclusive housing can be found on Living @ Cornell's [gender-inclusive housing webpage](#).

### How do co-ops work?

Co-ops run on an **individual basis** and housing queries would need to be directed to the co-op you're interested in as there are no blanket policies.

### How does special placement work?

The best way for students to receive special placement is through the **Housing Office**. She has and continues to work with transgender students to ensure that they are placed in a living situation that will accommodate their needs. Special placement can be important in guaranteeing a **specific room type** (i.e. a single room) or **specific dorm** (i.e. trans women who would like to live in Balch), or for students who do not yet have their gender marker changed, and would like to be placed in a particular dorm, floor, or hall that matches their gender identity.

### Where's the best place to go for Freshman Dorms?

If you decide not to opt for gender-neutral housing but want to ensure you have access to a gender neutral bathroom and are living in a completely co-ed environment, TAC recommends **Mary Donlon Hall**. Donlon, one of the main freshman dorm buildings, has gender neutral bathrooms on every floor, mixed-gender floors and hallways, and a mix of singles, doubles, triples, and quads. Therefore, a single in Donlon has the option of gender neutral bathrooms and is completely non-separated based on legal sex or gender. In our experience, this is a great way to have a very traditional Freshman experience while still living in a comfortable way.

### Does Cornell offer amnesty housing?

**Yes!** Unfortunately, transgender individuals are not always welcome or safe in their homes because of their gender identities. For students who find themselves in this position, Cornell is able to offer winter, and even summer break on-campus housing. This can be arranged, if necessary, through the **Housing Office**.

## Bathrooms

### How big a deal are bathrooms at Cornell?

In our own experience transitioning on campus, we have never felt unsafe in a Cornell bathroom. While using your preferred bathroom can be intimidating, Cornell is a safe environment and has a [nondiscrimination policy](#) that specifically protect trans students' rights to use the facilities that match their gender identities.

### What about dorm bathrooms and showering?

All showers in on-campus housing are **single stall showers** with either a door or a large curtain. While we obviously can't speak for everyone's experiences, we have personally never had any issues using our preferred dorm bathrooms, even before beginning to medically transition. Additionally, some newer dorms with more and smaller bathrooms will have a male, female, and gender neutral bathroom/shower option.

### Where can I find gender neutral bathrooms?

Cornell's campus has **many gender neutral bathrooms!** They can be located using **Cornell's interactive [map](#)** and selecting the **All-Gender Restrooms box**. This will not only show the buildings that have gender neutral bathrooms, but will also display the **room numbers** of the bathrooms in a specific building when you hover over or select a bathroom marker.

### What should I do if I run into an issue using gendered bathroom/facility at Cornell?

If you ever encounter any form of verbal or physical harassment or any form of exclusion when attempting to use a gendered space on campus, contact the Title IX office (150 [Day Hall](#)). [Chantelle Cleary](#) ([cc2669@cornell.edu](mailto:cc2669@cornell.edu)), the Title IX Coordinator at Cornell, has expressed her full and unequivocal support of trans students, and will make sure that the appropriate action is taken to address the situation. Transgender students at Cornell are protected from discrimination under Title IX. We also encourage you to fill out a [Bias Report](#) to ensure that the incident is appropriately documented.

## Professors

### How can I make sure my professors refer to me using the correct name and gender?

You really have two options here. If you don't feel comfortable talking directly to your professors, you can set a preferred name with student center (as discussed above) and correct your pronouns with them on the first day (until you can have your gender marker changed). If you would like to be sure your professors refer to you correctly on the first day and you feel comfortable being in touch with them directly, you can email them ahead of time explaining your situation. In our experience, professors are extremely understanding and accommodating. Something to consider: In large lecture classes, you most likely won't be addressed by your



professors and your name and pronouns will therefore not come up. However, you will be interacting much more closely with your TAs, so it will be important to inform them as well.

### What do I say to a professor?

Bellow is a generic email template:

Dear [professor's name],

I am enrolled in your class this semester, and I am a transgender individual. I use the name \_\_\_\_\_ and \_\_\_\_ pronouns. Would it be possible for you to share this information with any TAs I will be working with as well?

Thank you for your help, and looking forward to your class!

## Swim Test

### Do I have to take the swim test?

**Yes.** Like all undergraduates who matriculate as freshman, you will be required to pass the swim test in order to graduate.

### What accommodations are available?

TAC and the Athletics Department have worked together to ensure that trans students are able to take the swim test in a way that is, if desired, as private and comfortable as possible. We recognize that having to navigate locker rooms and swimwear in front of your peers can be a less than ideal situation, and are able to offer several accommodations. Using a **form** available through TAC, the **LGBT Resource Center**, or **Cornell Health**, you can request a **private swim test** during a time when the pool is closed to other people. Yourself, the swim test director, and a lifeguard will be the only ones present at your test. Additionally, you will have access to a **non-public changing area**. All private swim tests will take place in the Aquatic Center in **Teagle Hall**. For students who are not confident in their ability to pass the swim test, [Fredrick Debruyn](#), the Assistant Director of Physical Education, has generously offered to provide **private swim instruction** until students are able to meet the swim test requirements, allowing trans students who may not feel comfortable in an intro swimming PE class to still meet the graduation requirement. Private swim instruction would take place in the same manner as a private swim test. If you feel you may require additional instruction, make sure to indicate that on the form.

## Closing Notes

If you are a new or in-coming trans student reading this document, welcome to campus! We know that transitioning is not easy, and there are additional challenges that can come from transitioning in such a large, public place. However, every year Cornell's systems become more and more accomodating of transgender students, and every administrative and staff person we

have worked with on this campus has been overwhelmingly supportive, kind, and proactive when it comes to working with us to create meaningful policy change. The support is out there if you need it, so if you have a concern or question that isn't covered here, please feel free to reach out. Good luck! -- The TAC Team

## Directory

| <b>Contact</b>                     | <b>Email</b>   | <b>Phone Number</b> |
|------------------------------------|--|---------------------|
| Transitioning at Cornell           | <a href="mailto:transitioning@cornell.edu">transitioning@cornell.edu</a> | NA                  |
| Fredrick Debruyn                   | <a href="mailto:fwd1@cornell.edu">fwd1@cornell.edu</a>                   | (607) 255-2629      |
| Office of the University Registrar | <a href="mailto:univreg@cornell.edu">univreg@cornell.edu</a>             | (607) 255-4232      |
| Cornell Health                     | <a href="mailto:cornellhealth@cornell.edu">cornellhealth@cornell.edu</a> | (607) 255-5155      |
| Beth Kutler                        | <a href="mailto:bk82@cornell.edu">bk82@cornell.edu</a>                   | (607) 255-5155      |
| Karen Williams                     | <a href="mailto:kw292@cornell.edu">kw292@cornell.edu</a>                 | (607) 255-5155      |
| Margaret (Peggy) Hurley            | <a href="mailto:mlh334@cornell.edu">mlh334@cornell.edu</a>               | (607) 255-5155      |
| Cornell Health Pharmacy            | NA   | (607) 255-6976      |
| Jo Ann Molnar-Kieffer              | <a href="mailto:jb58@cornell.edu">jb58@cornell.edu</a>                   | (607) 255-6363      |
| Housing Office                     | <a href="mailto:housing@cornell.edu">housing@cornell.edu</a>             | (607) 255-5368      |
| Chantelle Cleary                   | <a href="mailto:cc2669@cornell.edu">cc2669@cornell.edu</a>               | (607) 255-2242      |

# Map

