

Trans Student Resource Guide

This guide is meant to be a compilation of resources for transgender, nonbinary, gender nonconforming (GNC) and questioning students at Wellesley College. Feel free to share this resource guide with your siblings.

On-Campus Resources	1-2
Off-Campus Resources	3-4
Online/Phone Resources	5-6
Resources for Scholarships	7
Resource Kits	8
Resources on Coming Out/Inviting In	9
Quarantine Strategies/Resources	10-11
Changing OneCard	12
Changing Name on Workday	13-15
Changing Name on Gmail	16
Template Email to Professors	17
Discrimination Report Process	18
Map of Gender Neutral Bathrooms	19

Contact ag100@wellesley.edu or mcasolar@wellesley.edu if you have any questions or suggestions for additional resources

On-Campus Resources

Office of LGBTQ+ Programs and Services Staff

AJ Guerrero, LMHC

Coordinator of LGBTQ+ Programs and Services

Office of Intercultural Education

ag100@wellesley.edu

781-283-2682

Q-Connectors

The Q-Connectors are here to forge stronger student connections to the Office of LGBTQ+ Programs and Services! They facilitate events put on by the Office and possess unique interests that help create these connections within Wellesley's LGBTQ+ community. The Q-Connectors for the 2020-2021 school year and their interests are listed below:

- Landon Casolari (email mcasolar): sexual health, gender identity, being Trans at a historically women's college, crocheting
- Breanna White (email bwhite4): QPOC, LGBT in STEM, queer film studies
- Mila Cuda (email mcuda): queer art/literature, community building, astrology
- Andreea Sabau (email as5): activism/social justice, queer literature, politics
- Tazrean Hossain (email th103): social justice, creative writing

Social Media

- **Facebook:**
<https://www.facebook.com/WellesleyCollegeLgbtProgramsServicesOffice/>
- **Instagram:** @wellesleylgbtq

Career Education

- [Resources for LGBTQ+ students](#)

LGBTQ+ Student Groups

- **blackOUT:** blackOUT serves to create an inclusive and comfortable space for all students of African descent at Wellesley who identify as queer (LGBT*QIA) or questioning

- **Familia:** Familia is a group for LGBT*QIA* & Questioning Latinas on Wellesley College's campus
- **Tea Talks:** group for LGBTQ and questioning students of Asian descent
- **Siblings:** support and community for students who identify as TGNC (transgender and gender non-conforming)
- **QTSAQ:** Queer and Trans South-Asian Coalition
- **Wildcards:** for students who identify as asexual and/or aromantic

Off-Campus Resources

Boston Area Trans Support: BATS is a support group for Trans and non-binary people who are 18+ and living in and around the Boston area. They assist with support in understanding your gender identity, help with coming out or transitioning, and providing emotional support and a sense of community. Anybody who identifies as Trans or who is sincerely questioning their gender identity is welcome.

Compass: A support, information, and social group for people assigned female at birth who feel that is not an accurate or complete description of their gender. They meet the first Thursday of every month in Boston, from 7-9 p.m. (Due to COVID-19, meetings are currently being held over Zoom.)

Trans Community of New England (TCNE): A Boston-area transgender support organization for the transgender community. They offer social activities and support for transgender individuals, with a community space in Waltham to meet others in a safe environment and express yourself.

Riverside Community Care Resource Guide: Supportive resource for those who identify as LGBTQAI+, and for their friends, family in the Boston metro area.

Framingham GLASS Drop-In Center for LGBTQ Youth of Color: Framingham GLASS offers a safe community space for LGBTQ youth of color and their allies ages 13-25. The center provides activities, games, movies, and hang-out space along with free food, toiletries, and safer sex supplies like condoms. Drop-in hours are 4-7 p.m. Tuesday and Thursday. In addition, the program offers one-on-one support, STI/STD testing, treatment, PrEP, and other services between 11 a.m. to 4 p.m. Monday through Friday. For people over the age of 25, they may receive individual prevention, counseling and testing services on a one-to-one basis. Contact LB Moore at lbmoore@jri.org for more information and follow on Facebook at www.facebook.com/framinghamglass. **Note:** GLASS has temporarily shifted its schedule/services during COVID to adapt to the virtual format. [This document](#) provides a complete list of online services.

Tapestry Health: Provides affordable, LGBTQ+-friendly healthcare, such as free breast and cervical cancer screenings, free and anonymous HIV testing, and a needle exchange program.

The Boston Alliance of Lesbian, Gay, Bisexual, Transgender, Queer Youth (BAGLY):

BAGLY is a youth-led, adult-supported social support organization, committed to social justice and creating, sustaining, and advocating for programs, policies, and services for the LGBTQ+ youth community.

- Contact info: info@bagly.org | 617-227-4313 | 28 Court Square, Boston, MA 02108

Queer Asian Pacific-Islander Alliance: Provides a supportive social, political, and educational environment for LGBTQ people of Asian and Pacific Islander heritage in the Boston and New England area. They have a [Facebook](#) and a [Meetup](#) where members can interact with one another and plan events.

New England Aces: This group is open to anyone who identifies on the asexual spectrum or as an ally to the asexual community. They host regular social events (currently virtual due to the COVID-19 pandemic) and work on educational initiatives.

MA LGBTQ Resource Guide: For any other resources not listed here, this map provides a list of resources for LGBTQ+ people in the state of Massachusetts.

Online/Phone Resources

Trans Lifeline: A 24/7 hotline available in the United States and Canada staffed by transgender people for transgender people. Trans Lifeline is primarily for transgender people in a crisis, from struggling with gender identity to thoughts of self-harm.

- United States: Call 1-877-565-8860; Available 24/7; Free
- Canada: Call 1-877-330-6366; Available 24/7; Free

Out of Yer Shell: This website was created by transgender and gender non-conforming people, for transgender and gender non-conforming people. It hosts a plethora of resources, especially for transgender and GNC youth.

Transgender Teen Survival Guide: This is a Tumblr blog with lots of information and resources for Trans, non-binary, and gender non-conforming folks. They have a long [FAQ](#) and guides for [transfeminine](#), [transmasculine](#), and [non-binary](#) folks.

Johns Hopkins Center for Transgender Health: Looking for resources on transgender health and well-being? This website offers a variety of resources from Johns Hopkins and beyond to ensure you and your loved ones have the information you need to live fully and authentically.

Trans Lifeline Microgrants: Trans Lifeline believes in redistributing money directly into trans people's hands, with an emphasis on BIPOC and those who are incarcerated. Three different types of microgrants are available: for name changes, commissary, and post-release.

Pronoun Dressing Room: A website where you can enter your name and pronouns and read a story about yourself with various pronouns. This is really helpful for when you want to try out a new name or set of pronouns for yourself.

More on Pronouns: This [game](#) and this [interactive webpage](#) can help you practice using different pronouns, which can be helpful if you want to try out a variety of pronouns.

Gender Spectrum: An advocacy organization for LGBTQ+ kids and teens, which is continuing to offer online groups and programs.

- **Resource Page:** here you can register to be part of ongoing online or phone discussion groups for kids, teens, parents, grandparents, facilitators, and more
- **Live Stream Webinars:** Gender Spectrum regularly hosts webinars, with their most recent being about how to understand gender for parents

The Trevor Project: A non-judgmental hotline with LGBTQ+-sensitive trained counselors you can contact through a call, text, or chat during a mental health crisis and/or suicidal thoughts. Available in the United States.

- TrevorLifeline: Call 1-866-488-7386; Available 24/7; Free
- TrevorText: Text START to 678-678 to have a confidential conversation with a Trevor Counselor; Available 24/7; Standard text messaging rates apply
- TrevorChat: Enter the online portal through [this link](#) on a computer; Available 24/7; Free
- TrevorSpace: An online community for LGBTQ+ people ages 13-24; Access through [this link](#); Free

Resources for Scholarships

Scholarships and Resources for Transgender College Students: EDUMED developed a guide to organize specific scholarships relating to Trans students. It was designed to help Trans students find the resources they need to make their college dreams a reality.

Scholarships and Internships: This guide consists of a list of educational scholarships and internships available mainly for LGBTQ+ students.

College Scholarships for LGBTQ+ Students: This guide, compiled by Study.com, includes educational scholarships geared toward LGBTQ+ students and resources on how to choose an LGBTQ+-friendly college.

Point Foundation: The Point Foundation provides scholarships and leadership development opportunities for LGBTQ+ students, with their Point Scholars program. Applications can be completed online.

Resource Kits

[**Trans Equality's resource pack for trans people during COVID-19:**](#) Resource pack that focuses on the unique medical needs of the Trans community, including tools for creating a plan of action, important resources, mutual aid, and emergency funds.

[**A Guide to Resources for Trans and Gender Non-Conforming Youth:**](#) A list of organizations all across the country geared toward supporting transgender youth. National and state-level organizations are included.

[**Coronavirus Resource Kit:**](#) This kit is a collectivized document that will be updated as more mutual aid projects and resources appear online. This compilation features resources from disabled, queer, elderly, Asian, and Indigenous people. This includes mutual aid projects from Seattle, Philadelphia, DC, Twin Cities, Boston, and Chicago.

[**A Guide to QTPOC Organizations in the U.S.:**](#) A list of organizations that are geared toward queer and Trans people of color in many states across the U.S.

[**A Guide to Organizations for the Black LGBTQ+ Community:**](#) A list of organizations all across the country geared toward supporting the Black LGBTQ+ community.

[**A Guide to Resources for LGBTQ+ Migrants:**](#) A list of organizations all across the world geared toward supporting LGBTQ+ migrants, refugees, and asylees.

[**Resources for LGBTQ+ International Students:**](#) These resources provide support toward LGBTQ+ international students arriving in the United States for their studies.

Resources on Coming Out/Inviting In

[HRC's Guide to Coming Out as Trans:](#) Published by the Human Rights Campaign, this is a comprehensive guide to coming out as Trans and/or non-binary. It guides Trans folks through deciding when to tell others, creating a disclosure plan, how to approach the conversation with different people, transitioning, and more.

[Sample Coming Out Letter:](#) For Trans youth who feel safe coming out to their parents but are unsure how to, this article provides a letter outline for coming out as Trans.

[Transgender in the Workplace:](#) This guide includes a section on how to approach coming out as Trans in the workplace.

[FAQs for Transgender Job Seekers:](#) This FAQ provides tips on how to navigate Trans identity in the process of job hiring and in the workplace.

Quarantine Resources/Strategies

Point of Pride's COVID-19 Emergency Fund: Point of Pride is open for applications to the COVID-19 emergency fund for transgender individuals who have experienced financial hardship due to the pandemic. These grants (\$50-75) can be used for HRT, therapy or mental health services, or medical supplies. Note: As of Jan. 1, 2021, applications for the fund have been temporarily closed, but they hope to restart the program in the coming weeks.

Trans Justice Funding Project's Guide to COVID-19 Resources for Trans People: TJFP compiled a list of organizations and support groups serving the transgender community across the United States during the pandemic.

National Center for Transgender Equality's COVID-19 Action Plan: The NCTE created a guide geared toward Trans people for dealing with obstacles and emergencies caused by the COVID-19 pandemic.

9 Strategies for Quarantining in a Non-LGBTQ+ Affirming Environment: With help from queer therapists and experts from The Trevor Project, here's how to endure isolation with those who might not accept your identity.

Coping with Anxiety and Stress During COVID-19: This article by the Trevor Project provides a guide for LGBTQ+ youth to manage anxiety exacerbated by COVID-19.

For College Students Quarantining in Unsupportive Environments: As COVID-19 has drastically increased the number of college students studying remotely at home, this guide provides a plethora of resources specifically for students who feel unsupported in their quarantine environments.

Online Queer Communities to Get Through COVID-19: As COVID-19 has taken away many physical spaces safe for LGBTQ+ youth, the online spaces listed in this blog post have popped up to regain a queer sense of community. Many of them are free to access on Zoom, by phone, or on the web.

Mutual Aid for the LGBTQ+ Community During COVID-19: This is a comprehensive guide to organizations and funds across the country available to LGBTQ+ individuals experiencing financial insecurity during the COVID-19 crisis.

Self-Care During COVID-19: This quick guide provides strategies for taking care of yourself during a time of unprecedented crisis.

Organizations Serving the LGBTQ+ Community During COVID: This list, compiled by It Gets Better, contains organizations all across the country that have agreed to provide resources for LGBTQ+ individuals during the COVID-19 pandemic. Resources provide health, legal, and emotional support.

Changing OneCard

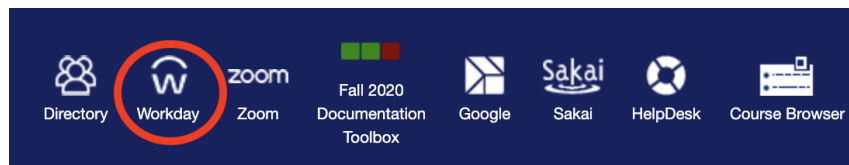
Trans, non-binary, and gender non-conforming students may want to change their name and/or photo on their OneCard. This can be done through Campus Police for no charge, as long as students exchange their old OneCard for the updated one. Students can take new photos and have their OneCard updated at Campus Police from Monday-Friday, 8 a.m. - 4 p.m. For more information, email Brian McMenamin, OneCard/Office Manager of Campus Police, at bmcmenam@wellesley.edu.

Changing Name on Workday

Trans, non-binary, and gender non-conforming students may want to change their name and/or photo on Workday. This can be done by following the steps outlined below.

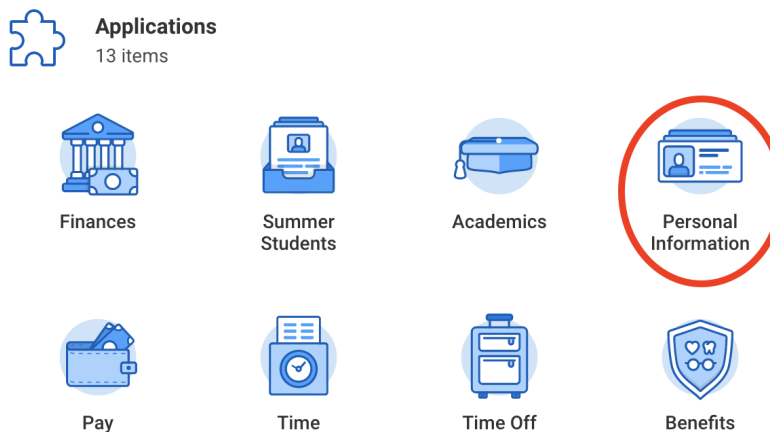
*****Note: Changing your name on Workday is visible to parents/guardians when they log on to make payments through Workday/Nelnet.**

1. Log in to your [MyWellesley portal](#).
2. Click on the **Workday icon** in the top right corner of the screen.



a.

3. Click on the **Personal Information** button in the applications menu.



a.

4. In the **Change** column, click the **Preferred Name** button.

Personal Information

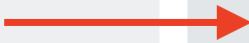
Change

Contact Information

Personal Information

Legal Name


Preferred Name



a.

5. You will see a screen displaying your current preferred name. If the box labeled **Use Legal Name As Preferred Name** is checked, uncheck this box by clicking on it.

Change My Preferred Name
Wellesley, Wendy

Use Legal Name As Preferred Name ☒ 

Country * United States of America

Prefix (empty)

First Name Wendy

Middle Name

Last Name Wellesley

Suffix (empty)

a.

6. Once you uncheck the **Use Legal Name As Preferred Name** box, you will be able to edit your name. Make your changes in the appropriate fields. Note that you cannot edit your last name.

Change My Preferred Name

Wellesley, Wendy

Use Legal Name As Preferred Name ☐

Country *

× United States of America

Prefix

First Name *


Wendy

Middle Name

Last Name *

Wellesley

Suffix



- a.
7. Once you have made your changes, click **Submit**. If the name change was successful, the following screen will confirm this and your name change will be complete.
8. If the name change was not successful, the following screen will read **Event saved. Awaiting submission**. A red bar at the top of the screen will read **Error**. Click on **View All** in the red error bar, make a note of what the problem was, then click **Revise** and fix the problem described in the error message. Submit again. If the name change was successful this time, the following screen will confirm this and your name change will be complete.

Changing Name on Gmail

Trans, non-binary, and gender non-conforming students may want to change their name and/or photo on Gmail. This can be done by following the steps outlined below.

1. Log into Gmail.
2. Click on your icon in the top right corner of the screen.
3. Click on “Personal Info” at the left side of the screen.
4. Under “Profile,” click on “Name.”
5. A new screen should open, giving you the option to change your name. Once you type in your name, click save. Your new name should be saved. It might take a few days for the changes to show up everywhere.

Template Email to Professors

If you would like your professors to call you by a different name or use certain pronouns for you, you may want to email them and let them know what your name/pronouns are. Try to send this email as early as possible, such as the week before classes start, so that professors can make note of your name and pronouns early on. Below is a template email that you can use and personalize as appropriate. Feel free to make any changes to reflect your own voice!

Dear Professor **[name]**,

My name is **[preferred name]**, and I will be attending your course **[blank]** on **[days]** at **[time]** this **[term]**. On your roster, I am likely listed as **[legal name]**. I would greatly appreciate it if you refer to me as **[preferred name]** and use **[pronouns]** when referring to me. Thank you for your understanding, and I look forward to starting your course next week.

Sincerely,

[Preferred name]

[pronouns]

Discrimination Report Process

Director of Nondiscrimination Initiatives and Title IX Coordinator/504 Coordinator

Kate Upatham

titleix@wellesley.edu

781-283-2451

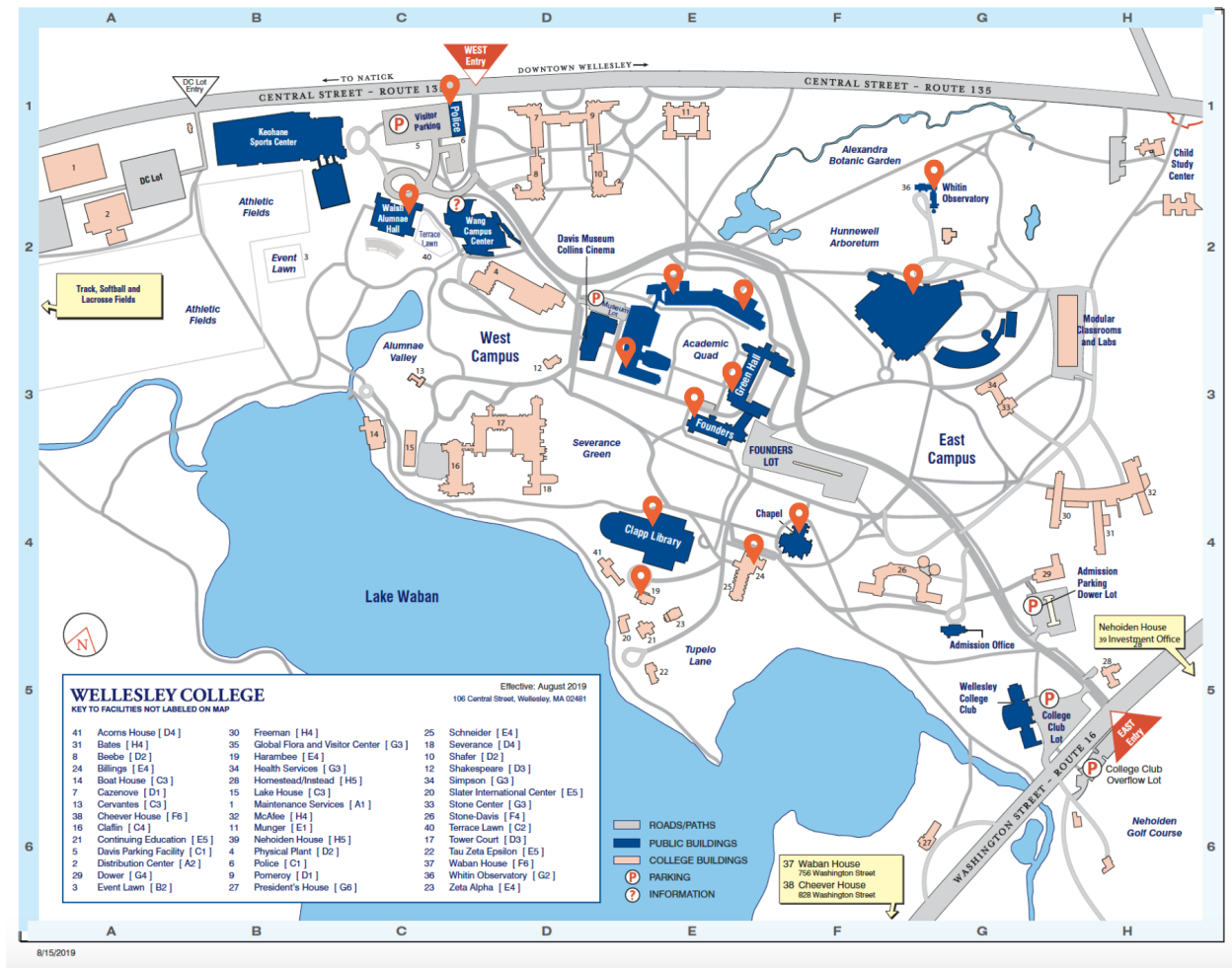
Schneider Center 214

The Director of Nondiscrimination Initiatives and Title IX Coordinator/504 Coordinator is available to provide information to students regarding the College's bias-related incident reporting program, including policies and investigation process, working with other on-campus resources as appropriate. The Director is also available to coordinate with offices at other institutions of higher education.

To make a report of discrimination or bias, complete the [Title IX/Nondiscrimination Incident Reporting Form](#) to notify the Office of Title IX/Nondiscrimination Initiatives.

Map of Gender Neutral Bathrooms

See the table attached below for more information on the gender neutral bathrooms indicated on this map with a red pin.



Building	Floor	Room	Accessible?	Additional Notes
Alumnae Hall	3	308	Yes	
Billings	1	111	Yes	
Billings	3		No	
Campus Police	1	Lobby	Yes	

Founders Hall	1	El Table	No	
Founders Hall	2	200A	Yes	Signage may be gendered, but is intended to be a gender neutral bathroom
Founders Hall	4	402 and 404	Yes	
Green Hall	2	230	Yes	
Green Hall	4	429	Yes	
Harambee House	1	105	Yes	
Harambee House	Basement		No	
Houghton Chapel and Multifaith Center	G	23	No	
Jewett Art Center	2	202a	No	
Jewett Art Center	4	459a	Yes	
Keohane Sports Center	Lower level	Corridor 29A [Past the squash courts]	Yes	
Keohane Sports Center	1	136	Yes	
Library	1	135	Yes	
Library	2	211	Yes	
Library	3	323A and 344	Yes	
Observatory	1	118 and 119	Yes	
Pendleton East	1	104 and 139	Yes	Currently labeled as staff only, but will be opened up to all students

Pendleton East	2	204 and 239	Yes	Currently labeled as staff only, but will be opened up to all students
Pendleton East	3	339	Yes	Currently labeled as staff only, but will be opened up to all students
Pendleton East	4	427	Yes	
Pendleton West	1	Next to 103	Yes	
Pendleton West	2	Next to 202	Yes	
Pendleton West	3	301 and 302	Yes	
Science Center	3	E30	Yes	Currently blocked due to construction

If a correction needs to be made to this map, please email ag100@wellesley.edu.