

The Accommodations Process



1. **Complete the New Student Application** – Attach any preexisting documentation and/or explanation of need along with the online application. Follow the QR code to the DRC Main Page and click “NEW STUDENT APPLICATION” to get started!

2. **Upload Your Documentation**— The end of the application will prompt you for documentation and a link is provided in the confirmation email to upload your documentation. You will need a documented diagnosis recognized by the Americans with Disabilities Act to be eligible for accommodations. Follow the guide below to see what documents you’ll need to submit to our office.

Academic Accommodations: -Academic Accommodations Form (Two sections, one for student and one for medical/therapeutic provider)

Housing Accommodations: - General Clinician Form and Student Request Form

Emotional Support Animal Request: -ESA Accommodation Request Form and Student Request Form

3. **Schedule Your Intake Appointment**— Once your application is processed, you will receive notification to set up an appointment from our office via email. Plan for intake to last an hour or more depending on your accommodations request. It is a comprehensive meeting about how one’s disability affects their academics and what accommodations work best for them.

4. **You’re approved for accommodations. What happens next? —**

a. You receive your letter of eligibility- This is a formal document for a student to have proof of documented reasonable accommodations.

b. You must notify instructors (academic accommodations only)- Students send each of their instructors a Faculty Notification Letter via DRC Connect. This notifies them of their approved academic accommodations without disclosure of confidential information.

c. Educate and advocate- Utilize your accommodations and learn how to use them to best benefit you! Our office has a ton of resources to help you along in this process.

d. Determine if you’ll need to reapply- This is less common. Some accommodations require you to renew by term or academic year. You will know if this applies to you.

e. Remember- Accommodations can change. It is perfectly okay to request further information to add or remove accommodations. Just ask your DRC Advisor about it!