



## **Housing Accommodation Procedure**

Students with disabilities who perceived their health, mobility, or other disability issues may impact their abilities to equally access the services or programs in their housing areas may request housing accommodations to mitigate the impact of their disability. If you are interested in receiving housing accommodations due to a disability, please read through the following procedure carefully.

### **Procedure**

Students seeking housing accommodations should complete the following steps:

- Register as a student with a disability and provide appropriate documentation to the Director of Academic Support Services. Documentation must come from a licensed professional, establish that the student has a disability, and describe how the disability impacts on the student's participation in hall activities and REH programs. Please note that the Director may ask for additional information from the student and/or their practitioner.
- If you wish to determine if you are eligible for housing accommodations for your disability, please submit your application/request in a timely manner.
- Obtain and complete the "Housing Accommodation Form". This form can be obtained from Academic Support Services, Wehr Hall 211, or online at [www.snc.edu/academicsupport](http://www.snc.edu/academicsupport).
- Student's documentation and "Housing Accommodation Form" should be returned to the Director of Academic Support Services.

Upon receipt of this information the following will happen:

- Director will review the completed "Housing Accommodation Form" he/she will determine if additional information is needed to support requested accommodation(s). The Director may consult other professionals to determine appropriate accommodations.
- Once the Director has sufficient information and completed "Housing Accommodations Form" he/she will review the material and disclose the appropriate information to Residential Education and Housing.
- The Director of Housing Operations and the Director of Academic Support Services will work together to determine what accommodation(s) would be appropriate to meet the student's needs.
- The submission of the "Housing Accommodation Form" and supporting documentation DOES NOT guarantee a specific request will be granted, but rather, will assist in evaluating accommodations.
- The College does not provide personal assistance, nor should the student assume fellow SNC students will provide the service of a personal assistant. (If the student would like assistance in identifying agencies to serve in that role, please contact the Director of Academic Support Services: 920-403-1321)