

## HOUSING ACCOMMODATIONS REFERENCE GUIDE

### *Applying for Accommodations in Campus Housing*

Housing accommodations are valid for one academic year. Students must apply each year in order to be considered for accessible housing. New and previously approved students will need to submit up to date documentation with their request that reflects current functionality and access concerns.

For questions relating to disability related housing or to apply for accommodations, contact Kaci Loveless-Hall, Assistant Director of Student Success, Coordinator of Accessibility at [accommodations@culver.edu](mailto:accommodations@culver.edu).

#### ● **STEP 1: APPLYING FOR SERVICES**

- In order to apply for services, please provide the following information to the Office of Accessibility & Accommodations:
  - Application for Housing Accommodations
  - Medical Professional Form

#### ● **STEP 2: APPROVAL PROCESS**

- The Coordinator for Accessibility will review documentation and contact the student for an intake meeting. During this meeting, you will:
  - Discuss the accommodation request and how the request will provide equal access to the College in relation to your documented disability.
    - Please note: requests for particular housing assignments and/or living environments based on a student's preference, rather than a need for access, will not be honored. For example, a student with anxiety or ADHD requesting a single room to serve as a quiet place to study represents a preference, but not a necessity for accessibility.
  - Both the supporting documentation and the intake meeting will determine if you are accepted, denied, or if a decision is not yet possible based on documentation provided.

- **STEP 3: DISCUSS WITH COORDINATOR OF RESIDENCE LIFE**

- If approved, the Coordinator for Accessibility will notify the Coordinator of Residence Life of your approval.
- You will work with the Coordinator for Residence Life to determine living arrangements.

- **STEP 4: REAPPLY FOR ACCOMMODATIONS**

- Each year, you will need to submit a new application and supporting documentation to the Office of Accessibility & Accommodations. The deadline for submitted an application is as follows:
  - **Fall Semester: March 1st**
  - **Spring Semester: November 1st**