



**Registering with the Office of Student Accessibility Services:  
A Brief Guide**

**Step 1: Submit Documentation**

Submit documentation of your disability to the Accessibility Coordinator. Documentation may be faxed, mailed, emailed, or dropped off at Student Accessibility Services (2<sup>nd</sup> floor of the library) in the confidential lock box.

**Step 2: Schedule the Intake Appointment**

After your documentation is reviewed, you will receive an email on your USJ email account. If your documentation is sufficient, the Accessibility Coordinator will schedule an intake appointment with you through email.

**Step 3: Attend the Intake Appointment**

The intake appointment consists of completing paperwork and discussing accommodations, including the process for requesting and implementing accommodations each semester.

**Step 4: Request Accommodations Each Semester**

Please note that academic accommodations must be requested each semester, as they do not roll over. The Accessibility Coordinator will discuss this process with you during your intake appointment.

**Step 5: Keep Documentation Updated**

You might be asked to update your documentation if it is outdated. The expiration date for documentation depends on the type of disability. Depending on your disability, it might be recommended that you seek updated testing or a formal evaluation in order to keep your documentation current.

**Frequently Asked Questions**

***What if I received accommodations in high school?***

Please contact your school and request that your disability records be sent to the Accessibility Coordinator. These may include PPT records, 504 Plans, formal evaluations, and documentation from medical providers.

***My disability is anxiety, depression, or another psychological diagnosis. What documentation is needed?***

If you do not already have documentation, please have your current mental health provider (counselor, therapist, psychiatrist, psychologist) complete a Documentation of Disability Form, which is located on the Accessibility Services page on MyUSJ. Please note that this documentation should be updated every 6 months.

***My disability is a chronic health issue, such as epilepsy, Crohn's Disease, or fibromyalgia. What documentation is needed?***

If you do not already have documentation, please have your current medical health provider complete a Documentation of Disability Form, which is located on the Accessibility Services page on MyUSJ. Please note that this documentation should be updated every 3 years.

***My disability is ADHD. What documentation is needed?***

If you were diagnosed in high school or prior, please contact your high school and ask that any records related to your disability be submitted. These may include formal evaluations/testing and accommodations plans. If a mental health provider recently diagnosed you, and/or if you are prescribed medication for this diagnosis, please have your mental health provider/prescriber complete a Documentation of Disability Form, which is located on the Accessibility Services page on MyUSJ. Please note that this documentation should be updated every 3 years.

***I have a learning disability. What documentation is needed?***

Most students with this diagnosis are able to have records sent from high school. If you were recently diagnosed, please submit your most recent evaluation of your disability. Please note that this documentation should be updated every 5 years.

***I am D/deaf or hard of hearing. What documentation is needed?***

Please submit your most recent audiology report. Your audiologist may also complete a Documentation of Disability Form, which is located on the Accessibility Services page on MyUSJ.

***I am blind or have vision loss. What documentation is needed?***

If you do not already have documentation, please have your medical provider complete a Documentation of Disability Form, which is located on the Accessibility Services page on MyUSJ.

***I am on the autism spectrum. What documentation is needed?***

Most students with this diagnosis are able to have records sent from high school. If you were recently diagnosed, please submit your most recent evaluation of your disability. If you are currently seeing a mental health provider (counselor, therapist, psychologist, psychiatrist), please have your provider complete a Documentation of Disability Form, which is located on the Accessibility Services page on MyUSJ.

***What if I think I might have a learning disability or ADHD?***

Students seeking testing for a learning disability or ADD/ADHD are encouraged to contact UCONN's Psychological Services Clinic ([PsychServicesClinic.UCONN.edu](http://PsychServicesClinic.UCONN.edu)) to discuss options. The Clinic may be contacted at: 860.486.2642.

***Can I meet with the Accessibility Coordinator to discuss what documentation I need to submit, as well as the USJ accommodations process?***

Yes; please email the Accessibility Coordinator to schedule a general consultation.

**Accessibility Services Staff & Contact Information**

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