



The Catholic University of America  
 Office of Disability Support Services  
 620 Michigan Ave NE, 201 Pryzbyla Center  
 Washington, DC 20064  
 Phone 202-319-5211, Fax 202-319-5126

Dear Prospective Student,

In order to establish eligibility for services and to enable our staff to work more effectively with you in the provision of services, please complete the enclosed Intake form and provide documentation of the disability as outlined by our Documentation Guidelines. All records will remain strictly confidential and are not a part of your academic record.

The aforementioned guidelines are provided so that Disability Support Services can respond appropriately to the individual needs of the student. We reserve the right to determine eligibility for services and modifications to programs based on the quality of the submitted documentation. All documentation is confidential.

**CONFIDENTIALITY**

The University recognizes that student disability records contain confidential information and are to be treated as such. Therefore, documentation of a student's disability is maintained in a confidential file in DSS and is considered part of the student's education record. Information related to a disability may be disclosed only with the permission of the student or as permitted by the university's student records policy and federal law. At the same time, however, a student's right to privacy must still be balanced against the university's need to know the information in order to provide requested and recommended services and accommodations. Therefore, in the interest of serving the needs of the student, the provision of services may involve DSS staff disclosing disability information provided by the student to appropriate University personnel participating in the accommodation process. The amount of information that may be released is determined on a case-by-case basis, and will be made in accordance with the university's policy on student records.

I have read and understand the above policies and agree with the terms. Sign your name indicating you composed and wrote the responses to the questions in the form.

Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

All forms must be returned directly to:

Disability Support Services  
 The Catholic University of America  
 620 Michigan Ave NE, 201 Pryzbyla center  
 Washington, DC 20064  
 Phone: 202-319-5211 Fax: 202-319-5126  
 Email: [cua-disabilityservices@cua.edu](mailto:cua-disabilityservices@cua.edu)

**IT IS STRONGLY RECOMMENDED THAT ALL FORMS AND DOCUMENTATION BE RETURNED BEFORE THE START OF THE SEMESTER IN ORDER TO ALLOW TIME FOR PROCESSING.**

**OFFICE USE ONLY**

_____ Date Registration Form Received	_____ Date Intake Completed	_____ By (INT)
_____ Date Documentation Received	_____ Date Additional Documentation Received	
_____ Date Documentation Approved		

# DISABILITY SUPPORT SERVICES GRADUATE REGISTRATION FORM

In order to receive accommodations, please submit a copy of your documentation regarding your disability with this form. Documentation guidelines are available at <http://dss.cua.edu>. Documentation must be received before your registration is complete.

Date: \_\_\_\_\_

## I BIOGRAPHICAL INFORMATION

Name: \_\_\_\_\_

*First*

*Middle*

*Last*

Student ID # \_\_\_\_\_ Birth Date: \_\_\_\_\_ Gender: MALE FEMALE

Race/Ethnic Background (Optional): \_\_\_\_\_ Military Active or Veteran: \_\_\_ Yes \_\_\_ No

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Other Phone: \_\_\_\_\_

Address:

\_\_\_\_\_

*City*

*State*

*Zip Code*

CUA E-mail Address: \_\_\_\_\_@cardinalmail.cua.edu

Alternate E-mail Address: \_\_\_\_\_

## II STUDENT STATUS

**First Semester at CUA:** Fall Spring Summer Year: \_\_\_\_\_

**Anticipated Date of Graduation:** Fall Spring Year: \_\_\_\_\_

Year in program: \_\_\_ 1st \_\_\_ 2nd \_\_\_ 3rd \_\_\_ 4th

Please indicate your anticipated degree: \_\_\_ MA \_\_\_ PhD \_\_\_ Other \_\_\_\_\_

### School/Program:

\_\_\_ Arts & Sciences: Area: \_\_\_\_\_

\_\_\_ Architecture

\_\_\_ Music

\_\_\_ Theology

\_\_\_ Business & Economics

\_\_\_ Engineering

\_\_\_ NCSSS

\_\_\_ Philosophy

\_\_\_ Library & Information Sciences

\_\_\_ Law

\_\_\_ Metropolitan College of Professional Studies \_\_\_ Nursing

### III DISABILITY INFORMATION

#### Disability (check all that apply):

<input type="checkbox"/> ADD or ADHD	Type: _____	Date/Age at Diagnosis: _____
<input type="checkbox"/> Learning Disability:	Type: _____	Date/Age at Diagnosis: _____
<input type="checkbox"/> Autism Spectrum:	Type: _____	Date/Age at Diagnosis: _____
<input type="checkbox"/> Blind or Low Vision*		Date/Age at Diagnosis: _____
<input type="checkbox"/> Deaf or Hard of Hearing*		Date/Age at Diagnosis: _____
<input type="checkbox"/> Health	Type: _____	Date/Age at Diagnosis: _____
<input type="checkbox"/> Mobility*	Type: _____	Date/Age at Diagnosis: _____
<input type="checkbox"/> Psychological	Type: _____	Date/Age at Diagnosis: _____
<input type="checkbox"/> Traumatic/Acquired Brain Injury		Date/Age at Diagnosis: _____
<input type="checkbox"/> Other: _____		Date/Age at Diagnosis: _____

\*Please complete the additional sections below

#### Mobility (Skip if this section does not apply to you)

Level of Mobility:

- Dexterity:  All  None  Limited
- Ambulatory:  Yes  No  With minimal assistance

Do you require a personal care attendant?  Yes  No

Do you use a service animal?  Yes  No

Mobility Device Requirements:

- Electric Wheelchair  Manual Wheelchair  Scooter  
 Other (Walker, crutches, cane, etc.)

#### Blind & Low Vision (Skip if this section does not apply to you)

Level of Disability

- Total Blindness  
 Legally Blind  
 Low Vision  
 Partial vision with glasses

Do you use a Seeing Eye dog?  Yes  No

#### Deaf & Hard of Hearing (Skip if this section does not apply to you)

Level of Disability

- Completely Deaf  
 Have some hearing (with aides)  
 Have some hearing (without aides)  
 Have hearing in one ear  
 Can read lips

Supports

- Hearing Aids  
 Assistive Listening Device (FM System)  
 Interpreter (ASL)  
 Transcriber (CART)

Do you use a hearing dog?  Yes  No

Please list any **disability** related medications you are taking:

Name: \_\_\_\_\_ Purpose: \_\_\_\_\_ Start date: \_\_\_\_\_ Dosage: \_\_\_\_\_  
Name: \_\_\_\_\_ Purpose: \_\_\_\_\_ Start date: \_\_\_\_\_ Dosage: \_\_\_\_\_  
Name: \_\_\_\_\_ Purpose: \_\_\_\_\_ Start date: \_\_\_\_\_ Dosage: \_\_\_\_\_  
Name: \_\_\_\_\_ Purpose: \_\_\_\_\_ Start date: \_\_\_\_\_ Dosage: \_\_\_\_\_

Please explain how the medication helps you:

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#### IV SERVICE HISTORY

If you received services at a previous institution please describe:

High School:

What was the size of your school?  Small  Medium  Large

Was it a school that specialized in working with students with learning disabilities?  Yes  No

Did it have Special Education/Support Services?  Yes  No

Did you use your accommodations?  Yes  No

College/University:

Name of the school: \_\_\_\_\_

City and State: \_\_\_\_\_

Dates Attended: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Did you request accommodations at this institution? YES NO

Were accommodations provided? YES NO

How have services you have received previously assisted you?

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**For students who receive agency services:** (Skip if this section does not apply to you)

Do you currently receive assistance from any of the following?

Services for the Blind  Department of Rehabilitation Services  Department of Veteran Affairs

Other: \_\_\_\_\_

Name of Rehab Counselor: \_\_\_\_\_ Email: \_\_\_\_\_

Agency Name: \_\_\_\_\_

V CURRENT IMPACT STATEMENT

**Functional Limitations:** Please check off the activities listed below that you believe are affected as a result of your diagnosis. Please indicate level of limitation you experience as a result of the disability.

1= Unable to Determine    2= No Impact    3= Mild Impact    4= Moderate Impact    5= Substantial Impact

1	2	3	4	5	Major Life Activities	1	2	3	4	5	Learning / Time Management
					Caring for Oneself						Memory
					Talking						Concentrating
					Hearing						Listening
					Breathing						Organization
					Seeing						Managing distractions
					Walking						Timely submission of assignments
					Standing						Attending class regularly
					Lifting/Carrying						Making and keeping appointments
					Sitting						Managing stress
					Performing Manual tasks						Reading
					Eating						Writing
					Working						Spelling
					Interacting with others						Quantitative reasoning (math)
					Sleeping						Processing Speed

Describe in as much detail as possible how the diagnosed condition is currently impacting you (use additional paper if necessary).

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Describe in as much detail as possible how the diagnosed condition has or has not impacted and substantially limited you in the past. Describe what supports you have used? (use additional paper if necessary).

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If you have tried any medical or educational interventions to manage the diagnosed condition, please explain what these were and how and why they have or haven't helped (use additional paper if necessary).

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## ACADEMIC ACCOMMODATIONS RECEIVED/REQUESTING

Please check/describe any services you have received in the past under "Previously Received".

Please check those services you are interested in requesting at CUA under "Requesting at CUA".

	Received in High school	Received in college	Requesting at CUA
<b>Classroom Accommodations:</b>			
Access to teacher handouts, slides, overheads			
Additional time on in-class writing assignments			
Assistive Listening Device (FM Loop)			
Assistive Technology (laptop, note taking device, etc.)			
Closed Caption Video			
Information on board read aloud for students with visual impairments			
Interpreter/Transcriber:			
ASL			
CART			
C-PRINT			
TYPEWELL			
Leave classroom when symptoms occur			
Notetaker			
Occasional exceptions to absentee/tardiness policy			
Recorded Lectures/ Smartpen			
Foreign Language Waiver or Substitution			
<b>Test Accommodations:</b>			
Additional time when taking quizzes and exams ( 1.5 or 2)			
Alternate exam dates during heavy scheduling/space between			
Alternative testing environment			
Assistive Technology on exams			
Screen Reading Software			
Voice Input Software			
Other			
Calculator			
Computer for tests			
No scantron (due to visual issues)			
Scribe			
Spell-check or points not taken off for spelling			
<b>Print Accommodations:</b>			
Materials in Alternative Format			
Braille			
Electronic (DAISY, MP3, ePub,DOC, KESI, PDF)			
Large Print			
<b>Services:</b>			
Adjustable Height Table in Class			
Priority Registration			
Other (please explain):			

SERVICES RECEIVED/REQUESTING: (Skip if this section does not apply to you)

	Received in High school	Received in college	Requesting at CUA
<b>Campus Access</b>			
I cannot walk long distances quickly			
I cannot walk long distances at all			
I cannot go up or down stairs and need access to an elevator			
Brailed Room Numbers			
Raised Print Room Numbers			
I use an assistive walking device that makes it difficult to get around independently during inclement weather			
I use a service animal			
I use a cane			
I will need Orientation & Mobility training			
<b>Emergency Evacuation</b>			
Assistance may be required to evacuate a building			
Audio/Visual Alarm			
<b>Transportation</b>			
I am driving and need access to handicap parking close to my classes			
Independent use of the Metro			
Para-Transit/Metro Access			

OPTIONAL:

If there are additional questions pertaining to my documentation, I give DSS the right to contact the professional who completed the evaluation to obtain further information so that we can appropriately determine eligibility of services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date