



How to Register with DSS

In order to be approved for accommodations at CUA a student must go through the process of registering with DSS. The registration process is as follows:

Step 1: Registration Form – Students must personally complete a DSS Student Registration Form which is intended to gather basic demographic information, details of their diagnosis, the impact of their disability, educational history, and desired accommodations.

Step 2: Documentation – Students must submit appropriate documentation from a qualified professional who can verify their diagnosis and provide sufficient details on its impact to one or more major life activities (including academic pursuits). Types of documentation required vary depending on the diagnosis and will be further detailed below.

Step 3: Registration Meeting – Once DSS has received a student's Registration Form and the appropriate level of documentation, they will review it for eligibility. If a student is approved, they will be contacted to schedule an intake meeting with the Director or DSS Coordinator. During this meeting, specific accommodations will be discussed and approved on a case-by-case basis. If additional documentation or information is required, DSS will inform the student of what else may be needed.

It is important to note that accommodations are never put into place retroactively. They only go into effect once a student formally requests their letters for that semester, delivers their letter to a professor and they discuss how the accommodations will be implemented in a given course.

Documentation Guidelines

All students with a documented disability may register with DSS office. In order to approve specific accommodations, documentation must be provided which details the impact of a diagnosis. DSS takes a holistic approach in determining eligibility for accommodation and will review any information you wish to send over. The following are examples of the types of documentation we can use to make such determinations:

Physical/Medical/Sensory Disability

Physical & Medical Disability Form -- A student may have their health professional complete this form and submit it on their behalf. Access the Physical & Medical Disability Form by clicking [here](#).

- A letter from a medical professional verifying a disability and explaining its impact on one or more life activities.
- Past medical records.
- History of accommodations used in past educational, work or similar settings.
- Cognitive/Developmental Disability (ADHD, Learning Disability, Autism Spectrum Disorder, etc.)

- The results of a comprehensive neuropsychological or psychoeducational evaluation that includes IQ and achievement testing.
- Rating scales and objective measure of symptoms related to diagnosis
- History of accommodations used in past educational, work or similar settings (e.g. IEP).

Psychological Disability (Depression, Anxiety, OCD, Bipolar disorder, etc.)

Psychological Certification Form – A student may have their mental health professional complete this form and submit it on their behalf. Access the Psychological Certification Form by clicking here ---- get updated one from Paul.

- A letter from a mental health professional verifying a disability and explaining its impact on one or more life activities.
- Past treatment records.
- History of accommodations used in past educational, work or similar settings.
- Temporary Disability/ Condition or Concussion
- Recent medical records.
- Information from medical professional detailing the short-term impact of the condition and how long it is likely to persist.

Special note – Should the condition persist longer than anticipated, additional and updated documentation may be requested.

Disability Support Services reserves the right to request additional documentation in order to support specific accommodations. If additional information is needed, DSS may determine that it is appropriate to provide temporary accommodations. Temporary accommodations will be determined based on the information that has been provided.