



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
DIVISION OF STUDENT AFFAIRS

Disability Resource Programs

Procedure on Appointment Scheduling for Disability Accommodations

Intent: To allow students to meet with the disabilities counselor to discuss their disability accommodations requests.

Background: CSU Coded Memo AA 2002-35; CSU Executive Order No. 926; Sections 504 and 508 of the Rehabilitation Act of 1973, as amended, Americans with Disabilities Act of 1990 (ADA); the California Fair Employment and Housing Act (FEHA); Telecommunications Act of 1996; California Senate Bill 302; California Assembly Bill 2222; California Assembly Bill 422; CSUCI Policy FA.31.002 (Policy on Persons with Protected Disabilities).

Accountability: Disabilities Counselor, Disability Resource Programs Professional Staff

Applicability: Students enrolled full or part time at California State University Channel Islands (CSUCI) or programs administered through CSUCI Extended Education

Attachment^): None

Procedure:

1. Students are encouraged to schedule an appointment with Disability Resource Programs (DRP) four (4) weeks prior to the beginning of the semester to avoid a delay in the provision of accommodations.
2. Counseling appointments should be scheduled in advance. Same-day appointments and walk-ins will be granted only in cases of urgent need and as schedule availability permits. All intake appointments for both new and returning students must be conducted in person.
3. Appointments may be scheduled by calling (805) 437-3331 (V/TTY) or by emailing [accommodations\(a\).csuci.edu](mailto:accommodations(a).csuci.edu).
4. Students are to notify DRP if they will be late or if there is a need to reschedule. Scheduled appointments will be forfeited if the student is 10 minutes late. Therefore, if a need to reschedule occurs, students must notify DRP prior to tardiness or absence. If availability permits, the counselor will advise if a portion of the late appointment may still be conducted and/or determine the need to reschedule.
5. A student who misses two (2) appointments with or without cancelling must contact DRP via phone at (805) 437-3331 or email to accommodations@csuci.edu to appeal for an appointment to be rescheduled.

Author:

Date:

Approved:

Director

Date:

9.16.08

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Date:

9/19/08

Approved:

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Date:

9/19/08