

Dear Prospective Resident:

In order for us to efficiently evaluate your request for housing accommodations at CSU Channel Islands (CI) for a specific type of accommodation due to a disability need, an online student housing application and application that contains your self-disclosure of a disability should be filed. At CI, the Housing and Residential Education (HRE) office works in collaboration with Disability Resource Programs (DRP) to provide reasonable accommodations within our residential facilities for students with disabilities.

In order to process your request for housing accommodations, please register with DRP by following the steps below:

- 1) Complete the enclosed Disability Assessment Form for Housing Accommodations.
- 2) Submit a letter from your physician/psychologist/diagnostician on office letterhead containing the following medical information:
 - a. Diagnosis;
 - b. Date of diagnosis;
 - c. Last contact with the student;
 - d. Identification of the major life activities affected by this condition;
 - e. Identification of specific functional limitations posed by this condition;
 - f. Description of the current impact of this condition;
 - g. If the condition is permanent, the prognosis for the condition;
 - h. If the condition is temporary, the duration;
 - i. If the condition is episodic, the duration and severity of an episode;
 - j. Any medication related to the condition the student is currently taking;
 - k. A clear description of the reasonable housing adaptation or accommodation;
 - l. An indication of the level of need for the requested adaptation or accommodation;
 - m. Possible alternatives if the requested adaptation or accommodation is not possible; and
 - n. Additional information, reports or evaluations pertinent to the request should be attached.

Please note: You must submit the above information to Disability Resource Programs for the fall semester by July 1 and for the spring semester by December 1 prior to the academic term that accommodations are being requested. This will allow for the processing of all materials in time for roommate and space assignments. Please return your completed Disability Assessment Form for Housing Accommodations and required documentation to:

Disability Resource Programs
Housing Accommodations Request
One University Drive, Bell Tower 1541
Camarillo, California 93012-8599

DRP will also accept registration information prior to the designated deadlines listed above via fax at (805) 437-8529.

NOTE: It is the responsibility of the student to confirm that mailed or faxed information is received by the designated deadline prior to the academic term that accommodations are being requested.

After your information is reviewed, the disabilities counselor will consult with the Housing Accommodations Committee and forward the recommendations to the HRE office. The committee will be comprised of staff members from HRE, DRP and Student Health and Personal Counseling Services. DRP will maintain your registration and documentation information and assure that confidential information will only be shared with the designated staff to evaluate your housing accommodations request and educational needs.

HRE will make every effort to provide the accommodations requested by students with disabilities. All requests will be processed based on the severity of the needs and housing availability. **A Disability Assessment Form for Housing Accommodations does not automatically grant you a space in housing and a previous special case assignment or disability accommodation does not ensure a future accommodation. Individuals must complete the above mentioned process each year housing accommodations is requested as specific policies and medical conditions may change from year to year.**

Please note: Students requesting academic accommodations must register with DRP each semester. This is a separate process from requesting student housing accommodations.

HRE will notify you of the outcome of your request for housing accommodations. Students who are not granted housing accommodations through this process will receive information regarding the University appeals process.

If you have any questions about housing, please call Housing and Residential Education at (805) 437-2733. If you have any questions regarding registering for academic accommodations, please contact Disability Resource Programs at (805) 437-3331.

Thank you,

Rachel Tafoya
Administrative Analyst
Housing and Residential Education

Valeri Cirino-Paez
Disabilities Counselor
Access, Orientation and Transition

RELEASE OF INFORMATION

By my signature below, I acknowledge that the information shared will be used for the sole purpose of applying for housing accommodations at CSU Channel Islands. **Completing this information does not guarantee that housing accommodations will be provided.**

I understand that in order to process my housing accommodations request, it may be necessary to share information regarding my disability with University personnel. My signature grants University personnel authorization and permission to make any arrangements deemed necessary to process my request for housing accommodations.

Second, I realize that this information is for housing accommodation purposes only. Should I need academic accommodations, I will need to speak with Disability Resource Programs at (805) 437-3331. The academic accommodations process and the housing accommodations process are two different processes.

Student signature: _____

Student's name (please print): _____

Phone number(s): Home: _____ Work/Cell: _____

Student's email address: _____

Parent/Guardian signature (if student is under 18): _____

Please return your completed Disability Assessment Form for Housing Accommodations and verification documentation to:

Disability Resource Programs
Housing Accommodation Request
One University Drive, Bell Tower 1541
Camarillo, California 93012-8599

Disability Resource Programs will also accept registration and documentation **for the fall semester by July 1 and for the spring semester by December 1 prior to the academic term that accommodations are being requested.** Required documentation can be sent via fax to (805) 437-8529. It is the responsibility of the student to confirm that mailed or faxed information is received prior to the University's designated deadline.