



COLUMBIA
COLLEGE

==== 1854 ====

Columbia College
CAREER AND STUDENT SUCCESS SERVICES

APPLICATION FORM

Career and Student Success Services

****APPLICATION PROCESS TO RECEIVE ACCOMMODATIONS****

The purpose of the application form is to give you, **the student**, the opportunity to tell the Career and Student Success Services about your disability, the impact of the condition, the accommodations that you will need to address the impact, and what accommodations you are requesting.

To request accommodations, the following steps must be completed and approved:

- **Step 1:** Submission of the *Accessibility Services Application Form*. Information provided on the form is kept confidential.
- **Step 2:** Submission of current and comprehensive **disability documentation** provided by a qualified physician or other licensed professional in a field related to the disability or medical condition. Your physician may use the *Medical Diagnosis Documentation Form*- provided as a separate attachment along with this application. If your physician prefers to use their own form/letter, please refer to the *Guidelines for Documenting a Disability*- portion of our form so they know what information needs to be included.
- **Step 3:** (if applicable) Submission of an *Emotional Support Animal Accommodation Request*- along with this form, submission of vet records that will support the health, age and shots for the animal. This form will be available upon request from the Office of Student Success.
- **Step 4: Meet with the Director of the Office of Student Success** for an intake interview and to review documentation guidelines. *Note:* if future changes to accommodations are requested (added or omitted), additional documentation and/or another meeting may be required.

Students are encouraged to apply for reasonable accommodations 30 days prior to the beginning of the initial semester of enrollment, to allow time to provide adequate coordination of reasonable accommodations.

Approval or Denial of Accommodation Request:

Once the above steps have been successfully completed, all documents have been reviewed and student has met with the Office of Student Success Director for an interview, the Director will make the determination whether the student has met the requirements for accommodations and either approve or deny their request. During the interview, the Student Success Director and the student together may make adjustments to their accommodations as necessary.

Upon approval of accommodations, a **Letter of Accommodation** will be written and emailed to the student listing their accommodations.

The student is **required** to communicate with their instructor(s) during the first week of the semester to clarify any individualized accommodation needs or questions pertaining to the classroom environment or course requirements.

- Print or pick up Letters of Accommodation from the Office of Student Success and **present a copy to all current faculty members by the end of the first week of each semester.**
- Take the time to discuss their accommodations and their implementation. This may be an appropriate time to discuss other extenuating circumstances with instructors (such as side effects from prescribed medications, the use of assistive devices or services, specifics of testing accommodations, etc.).



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Please note: Faculty members are not obligated to provide accommodations for a student's disability or medical condition without receipt of a **Letter of Accommodation** from the Office of Student Success. The presentation of a Letter of Accommodation from the Office of Student Success indicates to professors that the student has provided sufficient documentation of their disability or medical condition and that the accommodation(s), which they are requesting, are appropriate and reasonable. Letters of Accommodation should be given to ALL current faculty members during the first week of the semester.

For your application to be considered, completed forms must be submitted to the **Office of Student Success**:

- By fax - 803-786-3963
- Emailed to Samelia Abney – sabney@columbiasc.edu; or Patty Boggs- pboggs@columbiasc.edu
- Dropped off at the Office of Student Success (basement of Eden's Library- room 109A)

DEADLINES FOR SUBMITTING APPLICATIONS

Academic-Type Accommodations: no deadline- while there is no deadline for academic accommodations, they are ***not retroactive***: accommodations will begin once approved and student submits their accommodation letter to their professors.

Medical Single or Emotional Support Animal (ESA) Accommodation

Returning Students

- *Requests for the Fall semester – March 1st*
- *Requests for the Spring semester – October 1st*

Incoming 1st Year and Transfer Students

- *April 1st for Fall semester*
- *October 15th for Spring semester*

Assistant Director of Career & Student Success Services

Samelia K. Abney
Accessibility Services & Accommodations Manager
Eden's Library – Rm. 109A
sabney@columbiasc.edu
p. 803.786.3713 | f. 803.786.3963



Career and Student Success Services

Request for Accommodations

ACCESSIBILITY SERVICES APPLICATION

Part I. Type(s) of Accommodation(s) Requested: (check all that apply)

- Academic Medical Single Housing
 Emotional Support Animal* Other: _____

(*Additional Forms Required- for *Emotional Support Animal Accommodation Request*)

Part II. Student Personal Information

Full Name _____ Student ID _____

Home (____) _____ - _____ Cell (____) _____ - _____

Age _____ Date of Birth _____

Local Address: _____
(Street) (City) (State) (Zip)

Permanent Address: _____
(Street) (City) (State) (Zip)

Referred by _____

Are you registered with *Vocational Rehabilitation Services*? Yes No

Are you interested in learning about Vocational Rehabilitation Services? Yes No

Part III. Academic Information

Date of Initial Enrollment _____ Classification _____
(First Year / Sophomore / Junior / Senior)

Major _____ Minor _____

Check your Status: Residential Commuter Online Evening



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Request for Accommodations

ACCESSIBILITY SERVICES APPLICATION

Part III. Disability/Accommodation Information (*completed by the student*)

1. In your own words, please describe your disability or concern and its current or potential impact on your education.
2. Please briefly describe the severity and frequency of symptoms related to your disability.
3. List the accommodation(s) you are requesting in the academic setting and/or residential setting (i.e. test-taking accommodations, eBooks, preferential seating, wheelchair accessible housing).
4. Describe how **each** accommodation listed above will benefit you regarding your disability.

Part IV. Accommodation History

List accommodations and/or services used in high school or any other college/university you have attended:



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Part V. Emotional Support Animal (ESA) (if applicable)

- No, I am not requesting an ESA as part of my accommodations. (*If no, skip to **Part VI.***)
- Yes, I am requesting to bring my ESA on campus as part of my accommodations. Further, I understand that I am also required to submit the *Emotional Support Animal Accommodation Request* form by the given dates before the animal can be approved and brought on campus.

Type of animal: _____

Age of Animal: _____ Color(s): _____

Name of Animal: _____

Breed of dog or cat (if selected): _____

- I am submitting additional documentation to verify vaccinations and overall health of the animal. (If dog or cat)

Part VI. Acknowledgement

My signature below indicates that I have read and agree to the conditions outlined in this application for Columbia College Accessibility Services eligibility and certify that the information provided on these forms is accurate.

I also understand that Columbia College's Office of Student Success is not obligated to provide accommodations for my disability or medical condition without receipt of all the required medical documentation.

Student's Signature

Date

