

## **Registration Steps for New Students**

Students have the responsibility to contact Disability Services and specifically request to become registered. This will entail a four-step registration process as outlined below:

### **Step 1 - Submit Documentation of Disability:**

A student with a disability who is seeking academic accommodation is required to provide documentation which supports that the disability poses a substantial academic functional limitation. The purpose of documentation is to verify that it meets the definition of disability under the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the rehabilitation Act of 1973 which requires academic accommodations to equally access a post-secondary university academic learning environment and campus programs.

Documentation of disability should be recent (preferably within the last 3 years) and provide enough information to assist Disability Services in determining reasonable academic accommodations. All documentation of disability submitted to Disability Services must include:

1. Clinicians name, license number, business phone number and business address;
2. A summary of all instruments and procedure(s) including date(s) of examination;
3. History summary of educational, medical, family histories and behavioral observations;
4. Diagnosis including a clear statement of DSM-IV on all 5 Axis (if applicable);
5. Interpretive summary of evaluation results including all standardized scores;
6. Statement of specific functional limitations relating to academic performance;
7. Recommendations for specific academic adjustments supported by rationale; and
8. All documentation of disability reports should be on letterhead, typed, dated, signed and otherwise legible.

For documentation of disability guidelines that are disability specific, please review the documentation of disability guidelines and forms on the Disability Services website located at <http://disability.ucmerced.edu> or by contacting Disability Services directly.

### **Step 2 – Disability Services Eligibility Determination:**

Disability Services will review submitted documentation of disability to determine eligibility. If necessary, Disability Services will seek clarification and, if necessary, more information. The final determination for eligibility for accommodation services rests with Disability Services.

After reviewing submitted documentation and verifying eligibility for accommodation services, Disability Services will notify the student to make an intake appointment with Disability Services to discuss approved accommodation services and related departmental procedures.

If Disability Services makes an eligibility determination decision that a student is not eligible for a requested academic accommodation service, Disability Services will discuss what further action the student may take for reconsideration of the request (such as to provide more detailed current medical documentation).

### **Step 3 – Intake Appointment:**

At the intake appointment, the student and Disability Services will review and discuss eligible accommodation services and review departmental policies. Approved accommodations will be stated in a faculty notification letter which is then

provided to the student. The faculty notification letter serves to verify and notify faculty that a student has presented documentation of a disability and requires the specified listed accommodation(s).

**Step 4 – Student/Faculty Meeting:**

The student is responsible to meet with their respective faculty members to review approved accommodations and to discuss implementation strategies. Most faculty are able to directly provide appropriate accommodation (e.g. exam testing accommodations also known as proctoring); while some accommodations (e.g. as sign language interpreting) are coordinated with and through Disability Services. The student will obtain faculty signatures verifying that the letter was discussed with faculty and the student then returns the signed letter to Disability Services.

***PLEASE NOTE:*** *The faculty notification letter is considered a confidential student record under the Family Educational Rights and Privacy Act (FERPA). The student is under no obligation to disclose his or her disability.*

If you have any questions regarding the registration process or require any further information, please contact Disability Services directly at:

5200 N. Lake Rd., Suite KL 107  
(209) 228-6996 or (209) 228-TTY0 (8890)  
[disabilityservices@ucmerced.edu](mailto:disabilityservices@ucmerced.edu)