

*Welcome to Southern! We at the Center for Academic Success and Accessibility Services (CASAS) are excited to have you with us.*

***Do you have a disability or other diagnosed condition? Did you have an IEP or 504 Plan in high school? Did you receive academic or other accommodations at your previous institution?***

**If so, you may be eligible for accommodations at SCSU, and CASAS can help!**

## **APPLYING FOR ACCOMMODATIONS IS AS EASY AS 1-2-3!**

SCSU provides reasonable accommodations to students with documented disabilities in accordance with federal and state laws. Accommodations are designed to ensure equal access to – and removal / reduction of barriers to – learning. Students with temporary health conditions (e.g., concussions and other medical issues), who are English language learners, or who may be pregnant or experiencing pregnancy-related conditions also may be eligible for accommodations. Eligibility for accommodations is determined on an individualized basis. To get started:

### **STEP 1 – Register with CASAS.**

Complete the electronic student accommodation intake form on our website (see over), or visit the CASAS office in Buley Library 303, where one of our friendly Success Navigators will assist you.

### **STEP 2 – Submit Your Documentation.**

Appropriate documentation is necessary for CASAS staff to be able to understand how your requested accommodation(s) would help to mitigate the impact of your disability and provide equal access to your education. Examples include:

- For Students with IEPs – Copies of your most recent IEP and triennial evaluations (including academic achievement, cognitive, speech and language, occupational and physical therapy, audiology, etc.)
- For Students with 504 Plans – Copies of your most recent 504 Plan and current healthcare information related to your need for the 504 Plan.
- For Other Students – Documentation from your current healthcare provider. The provider may either complete the CASAS form (available on our website) or submit a letter on their own letterhead addressing the questions on the CASAS form. Documentation must be from a licensed, qualified provider with whom you have an ongoing therapeutic relationship.
- For Transfer Students – In addition to the documentation described above, a copy of your most recent accommodation letter from your previous college or university.

To submit documentation:

- Upload it at the bottom of the electronic intake form when you register with CASAS,
- Email it to [casas@southernct.edu](mailto:casas@southernct.edu),
- Fax it to (203) 392-6829, or
- Drop it off at the CASAS office (Buley Library 303) in a sealed envelope labeled “For CASAS Accessibility Staff”.

### **STEP 3 – Schedule an Intake Meeting.**

You and a CASAS accessibility staff member will meet to engage in an interactive discussion and review your documentation to better understand your needs at SCSU. In most cases, CASAS staff will determine eligibility at the meeting. In some cases, though, more documentation may be needed, and a follow-up meeting will be scheduled. Meetings are held in person at CASAS or virtually through Microsoft Teams (not held over the phone). If you request a virtual meeting, you’ll receive a Teams link before the meeting. You can schedule an intake meeting:

- Through the Accommodate Portal
- By calling CASAS at (203) 392-6828 or
- By visiting the CASAS office

*CASAS strongly encourages students to submit documentation and schedule intake meetings beginning in June or earlier (for Fall admissions) or December or earlier (for Spring admissions). Students who wait until arriving on campus may find it difficult to schedule an intake meeting for several weeks due to the large volume of intakes at CASAS. Students also should be mindful that many providers take several weeks to complete and return accommodation documentation forms.*

### **QUESTIONS?**

- **Visit** – <https://inside.southernct.edu/casas/accessibility-services>

- **Scan**



- **Call** – (203) 392-6828
- **Stop By** – Buley Library 303

**We look forward to meeting you!**