

DRC HOUSING ACCOMMODATION REQUEST

UCSC Disability Resource Center
1156 High Street, 146 Hahn Student Services
Santa Cruz, CA 95064

831-459-2089 (Voice)
831-459-4806 (TTY)
831-459-5064 (FAX)

If you are planning to live on-campus and have documented disability-related housing needs, please complete this form and return it to our office **AS SOON AS POSSIBLE** (incoming students, no later than June 30th). **Failure to submit a request in a timely manner may result in accommodation delays.**

Along with this form, please send **medical documentation (see opposite page)** from your physician that describes your diagnosis and your disability-based needs related to the accommodations you request. We will consider your request and make recommendations to Housing. Campus Housing makes the final decision.

This form is for the use of the Disability Resource Center and the College Housing Coordinators at UCSC to identify exceptional housing requests.

Name: _____ Student ID: _____
College: _____ Phone Number: () _____
Qtr./Yr. of arrival: _____ Class Level: _____ Disability: _____

Please be thorough in anticipating and planning for your disability-related housing needs (check all that apply.) Attach separate sheet if necessary:

_____ Wheelchair accessible room	Other Request (please be specific)
_____ A first floor room for physical access	_____
_____ Room door levers (instead of doorknobs)	_____
_____ Raised or lowered desks, bureaus, etc.	Disability-related reason for this request:
_____ Room for a full-time (live-in) attendant	_____
_____ Visual warning alarm (such as fire alarms)	_____

Note: For service animal accommodations, please follow the request procedure in the *UC Santa Cruz Service Animal Policy*. Copies of the policy are available at the Disability Resource Center.

Please sign so we may share this information with the Housing staff at your college.

Signature: _____ Date: _____

<p>For DRC use only: Service Coordinator: _____ Date sent to college: _____</p> <p><input type="checkbox"/> Do Not Recommend <input type="checkbox"/> Recommend Attention to Appropriate Roommate Selection <input type="checkbox"/> Recommend the Following Accommodations: _____ _____ _____</p>

Disability Resource Center (DRC) Guidelines for Documentation

In order to qualify for services you must provide medical documentation that verifies your disability. The more specific the documentation, the better we can recommend and authorize accommodations to meet your needs.

All medical documentation must be **current** (usually no more than three years old, or 6-12 months old for psychological disabilities), and must **meet specific UC system-wide guidelines** for documentation.

There are four types of guidelines for assessing disabilities. If you have **learning disabilities**, **ADD/ADHD** or **psychological disabilities** see the guidelines on our website at:

<http://drc.ucsc.edu>

For all other medical conditions, documentation must include:

- 1. Clearly stated disability diagnosis**
- 2. Medical history** relevant to the disability;
- 3. Functional limitations described in detail** (e.g. specific symptoms, frequency, severity, stamina, medication side effects, etc).
- 4. List and summary of any testing** used in the evaluation (deaf or hard of hearing students should include a copy of their audiogram)
- 5. Estimated end date** (or indicate permanent status)
- 6. Typed or printed on official letterhead and signed** by an evaluator qualified to make the diagnosis (include information about license or certification and area of specialization.)

Documentation can be faxed, mailed or hand-delivered to our office. If you have any additional questions please contact our office at:

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E-mail: drc@ucsc.edu

On-campus location: 146 Hahn Student Services