



## OFFICE OF DISABILITY SERVICES REGISTRATION PROCESS

OFFICE OF DISABILITY SERVICES PACKET PAGE 1 OF 7  
800.977.8449 OR 251.981.3771 EXT. 1434 | FAX: 251.923.2501

1. Contact the Office of Disability Services, submitting a Student Self-Disclosure and Accommodation Request form.

**Contact information:**

**Email:** [disabilityservices@columbiasouthern.edu](mailto:disabilityservices@columbiasouthern.edu)

**Phone:** 1.800.977.8449, Extension 1434 or 1.888.785.3005

**Fax:** 251.923.2501

**Mailing Address:**

Columbia Southern University

P.O. Box 3110

Orange Beach, AL 36561

Attn: Office of Disability Services

2. Submit documentation of the qualifying condition to support the reason for the accommodation request.
3. Communicate with a staff member to develop an accommodation plan.
4. Review the [Office of Disability Services Handbook \(pdf\)](#) for additional information.
5. Review the Frequently Asked Questions (FAQs) in this packet, which contain information about services provided through the Office of Disability Services in compliance with the Americans with Disabilities Act of 1990 (ADA), as amended.



# STUDENT SELF-DISCLOSURE AND ACCOMMODATION REQUEST FORM

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<b>Student Name</b>		<b>Student ID #</b>	
<b>Email</b>		<b>Telephone</b>	

**The mission of the Office of Disability Services is to ensure an accessible learning experience in which students with disabilities have equal opportunity for participation in all programs, services, and activities.**

Students interested in applying for reasonable educational accommodations should submit this form to the Office of Disability Services by email at [disabilityservices@columbiasouthern.edu](mailto:disabilityservices@columbiasouthern.edu) or fax at 251.923.2501, along with supporting documentation, and communicate with a staff member by phone or email to develop an accommodation plan.

1. Nature of the disability or qualifying condition and its effects on functioning in an academic setting:

2. Type of documentation to be provided to the Office of Disability Services to support the need for accommodation(s):

3. Previous accommodation(s) received, if any:

4. Accommodation(s) being requested at Columbia Southern University:

5. Preferred method of contact, telephone or email:

I have received a link to the Office of Disability Services Handbook and understand that it is my responsibility to contact the Office of Disability Services regarding any questions concerning policies or procedures: [Office of Disability Services Handbook \(pdf\)](#)

Student/Applicant Signature \_\_\_\_\_ Date : \_\_\_\_/\_\_\_\_/\_\_\_\_



# STUDENT RELEASE OF INFORMATION FOR THE DIAGNOSING PROFESSIONAL

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**Students obtaining new documentation or copies of previous documentation from a physician or other licensed diagnosing professional should complete this form and provide it and a Disability Verification Form for the Diagnosing Professional to the physician.**

The below named Columbia Southern University Applicant/Student has self-disclosed a condition protected under the Americans with Disabilities Act of 1990 (ADA). This documentation is requested as part of Columbia Southern University's procedures to ensure ADA compliance.

<b>Student Name</b>		<b>Student ID #</b>	
<b>Diagnosing Professional's Name:</b>			
<b>Diagnosing Professional's Title:</b>			
<b>Diagnosing Professional's Contact Information:</b>			
Street Address: _____		State: _____	Zip Code: _____
Telephone Number: (        ) _____ - _____		Fax Number: (        ) _____ - _____	

I hereby authorize \_\_\_\_\_, the diagnosing professional listed above, to release all pertinent information related to the disability or qualifying condition as noted under the Americans with Disabilities Act of 1990 and/or Section 504 of the Rehabilitation Act of 1973.

\_\_\_\_\_  
Applicant/Student Signature Date



# DISABILITY VERIFICATION FORM FOR THE DIAGNOSING PROFESSIONAL

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**Students obtaining new documentation or copies of previous documentation of a disability or qualifying condition from a physician or other licensed diagnosing professional should provide this form to the physician, along with a completed Student Release of Information for the Diagnosing Professional form. Once completed, students should submit the forms, along with the documentation requested in Section A below, to the Office of Disability Services.**

Please find on page 3 of this packet the **Student Release of Information for the Diagnosing Professional Form** for (Student Name) \_\_\_\_\_ who anticipates attending or currently attends Columbia Southern University and is requesting accommodation for a disability under the Americans with Disabilities Act of 1990. Documentation is required as part of Columbia Southern University's procedures in determining whether this individual qualifies for an accommodation, and, if so, what reasonable educational accommodation is needed.

**Please provide the information requested in Sections A and B, as well as any other appropriate documentation describing your diagnosis and recommended accommodation(s) for the above-named student.**

## Section A:

Please provide diagnosis information on a separate, typed and dated letterhead document with the diagnosing professional's name, title, and professional credentials, including as much of the following information as possible:

- diagnosis
- date of diagnosis
- description
- nature and severity
- potential effects on the student in an academic setting
- tests used for diagnosis and evaluation
- test administration dates
- clinical summary indicating the substantial limitation presented by the disability

## Section B:

Please also note below any record of prior accommodation or auxiliary aids and any accommodations recommended for consideration due to the effects of the qualifying condition:

Signature of the diagnosing professional: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

## DOCUMENTATION GUIDELINES

Under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended, Columbia Southern University provides equal access to programs and services for individuals with disabilities. Students requesting accommodations from the Office of Disability Services are required to submit documentation to verify eligibility.

The documentation should indicate that the disability or qualifying condition substantially limits a major life activity, and it is the responsibility of the student to present appropriate documentation to the Office of Disability Services in a timely manner to secure accommodations, which cannot be offered retroactively. Students should also be aware that documentation guidelines at other universities or at testing centers can differ from those at Columbia Southern University.

The documentation should be as current as possible, and the Office of Disability Services will consider the type of qualifying condition as it relates to the documentation and to current legal guidelines. Students may contact the Office of Disability Services for guidance on documentation options.

Documentation may include, but is not limited to, the following:

- Medical records
- A record of a disability from a licensed, professional evaluator
- A psychoeducational evaluation with a diagnosis
- A military or veteran record of a disability
- A record of a disability or accommodations from a previous school or university

All psychoeducational or medical reports must include the name, title, and professional credentials of the evaluator and be on letterhead stationery, typed, dated, signed, and legible. Documentation should state the diagnosis, including as much of the following information as possible:

- Description of any medical or behavioral symptoms
- Identification of medications and side effects that could significantly affect the student in an academic environment
- Statement specifying functional limitations caused by the particular disability
- Any recommended accommodations associated with the identified functional limitations

## OFFICE OF DISABILITY SERVICES STUDENT FAQs

### **If I register with the Office of Disability Services, will it appear on my academic record or transcript?**

No. The Registrar's Office maintains students' academic records. The Office of Disability Services maintains student information related to a disability or qualifying condition separately and confidentially.

### **How can I obtain services?**

To obtain services, complete and submit the appropriate form(s) in this registration packet to the Office of Disability Services with documentation of the qualifying condition. Completed forms may be scanned and emailed to [disabilityservices@columbiasouthern.edu](mailto:disabilityservices@columbiasouthern.edu) or faxed to 251.923.2501.

### **What documentation is needed before receiving accommodations?**

Students are required to provide the Office of Disability Services with the necessary documentation before any accommodations will be made. The documentation needs to be as current as possible but not necessarily very recent, must provide a clear diagnosis, and must include sufficient information to determine the effects of the disability in an academic setting and what accommodations are appropriate. The determination of whether an individual has a disability under The Americans with Disabilities Act (ADA) is not based upon the name or diagnosis of the impairment, but rather upon the impact of that impairment on the life of the individual. If the documentation provided by the student is incomplete or inadequate, the university may request further documentation of the qualifying condition. Any fees incurred in obtaining documentation are the responsibility of the student.

### **What type of accommodations can I receive?**

Accommodations will be determined on a case-by-case basis by the Office of Disability Services. The documentation provided by the student will be considered in determining educational accommodations based on a student's specific needs. Accommodations must be reasonable and cannot alter the fundamental nature of a course, degree program, or service.

### **Will I have to pay for accommodations?**

No. Columbia Southern University provides reasonable educational accommodations to students with a documented disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended. The university is responsible for providing the accommodations at no cost.

### **Will my professor be notified of my accommodations?**

Yes. Once the intake forms and documentation have been received and the accommodations have been agreed upon, the Office of Disability Services will notify each of the student's faculty members of the approved accommodations. Professors are not notified of the qualifying condition, and students may communicate with their professors as needed concerning their accommodations.

### **What if my professor does not accommodate me?**

Students who are concerned that their accommodations have not been implemented should contact the Office of Disability Services as soon as possible for assistance. Faculty members in each of a registered student's courses receive accommodation notification emails from the Office of Disability Services.

### ODS Student FAQs *Continued*

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#### **Do I notify the Office of Disability Services each time I enroll in a course?**

Yes. Although automated accommodation notification emails for students who are registered with the Office of Disability Services are sent to the professor(s), academic advisor, and student on each course start date, it is recommended to email the Office of Disability Services at [disabilityservices@columbiasouthern.edu](mailto:disabilityservices@columbiasouthern.edu) at the time of each new enrollment in order to confirm registration. After registration, the accommodation plan will continue each term without requiring a new accommodation request, and students may request an accommodation plan update as needed.

#### **What do I do if I am transferring to Columbia Southern University from another university?**

Students who transfer to Columbia Southern University must follow the same process as all other students who are admitted. The [CSU Student Handbook \(pdf\)](#) contains more information. Students who received reasonable educational accommodations at another university are encouraged to submit documentation of the previous accommodations to the Office of Disability Services to assist in documenting the qualifying condition and creating an appropriate accommodation plan.

#### **If the qualifying condition is temporary, would I qualify to receive services from the Office of Disability Services?**

Accommodation requests for temporary disabilities are considered on a case-by-case basis. Students must provide documentation of the disability and register with the Office of Disability Services.

Students with temporary disabilities should also contact a special circumstances facilitator via email at [specialcircumstances@columbiasouthern.edu](mailto:specialcircumstances@columbiasouthern.edu). For more information, please see the [CSU Student Handbook \(pdf\)](#).