

AES at WU

Applying to Accessible Education Services

&

The Accommodation Process

AES Online Application

New to AES? Register with us!

Are you a student at Willamette new to AES who needs to set up accommodations? Please complete our online application to get started.

COMPLETE THE ONLINE APPLICATION

First step, click the '[Complete the Online Application](#)' button on AES's home page. You will need your Willamette user name and password to log in.

You will see a blue "Get Started" button to click once you are logged in.



ONLINE STUDENT APPLICATION

2 Easy Steps to Register



Step 1: Fill in Application



Step 2: Submit Documentation

The top of the application looks like the image on the left. Please fill in the following form and click submit at the bottom. When prompted to enter an email, please use your Willamette email address to better facilitate the process.

Documentation Guidelines

We provide [guidelines on our website](#) for the essential elements of quality disability documentation.

This documentation includes:

- A diagnostic statement identifying the disability
- A history of the condition, past accommodations, and/or medications
- A description of the expected progression or stability of the disability
- A description of the current functional limitations as relevant to the academic environment
- Names of any assessment instruments used
- The credentials of the evaluator(s)

Making an Appointment



Upon submitting their online application, you will receive an application acceptance email with instructions to make an appointment with the AES office.

You must have an appointment before any accommodations are finalized.

A sample of the email the you will receive is on the next slide.

Your application has been received by Accessible Education Services.

You must schedule an appointment with the Accessible Education Services office by contacting Sue Minder if you have not done so already.

To schedule an appointment:

- Call **503-370-6114** or
- Email accessible-info@willamette.edu.

Sue is available Monday-Friday between 8am and 5 pm. Please provide at least 3 days and times you are available, and if you prefer an in-person, phone, or Zoom appointment.

If you have not yet submitted your documentation, please do so using one of the following methods:

- Upload your documentation (see link below)
- Scan and email your documentation to accessible-info@willamette.edu
- Fax your documentation to 503-370-6647
- Mail your documentation to: Sue Minder, Accessible Education Services, Smullin 155, 900 State Street, Salem, OR 97301
- Drop off your documentation in person in Smullin 155

Name: [Your Name]

Your application was successfully submitted on [specific day, date, and time your application is submitted].

In case you need to contact us about the status of your application, please provide us with this code: [generated at time of submission]

If you have not submitted your documentation, please use the following link: [Upload Documentation](#).

Accessible Education Services
Willamette University
Smullin 155
accessible-info@willamette.edu
(503) 370-6737

This email was copied to:

- [your WU user name]@willamette.edu
- accessible-info@willamette.edu

Making an Appointment (cont'd.)

Disability Eligibility Letter

For CAS & PNCA Students:
After you have met with Sue Minder and accommodations have been determined, you will receive an eligibility letter from our office, as illustrated in our example to the right.

For Law & AGSM Students:
After you have met with Sue Minder and accommodations have been determined, Sue will email an accommodation letter to the appropriate school and copy you.

Welcome to Accessible Education Services! We have reviewed the documentation you submitted. Based on this documentation, you are eligible to receive the following accommodations:

1. **Alternative Testing**
 - Extra Time 1.50x
 - Reduced Distraction Location
2. **Classroom Access**
 - Preferential Seating

How to use your accommodations in your classes:

- Please use the instructions in the following link to request your accommodations in each of your classes: <http://willamette.edu/offices/accessibility/pdf/AIM-Request-Accomm.pdf>.
- If you have any questions about requesting your accommodations, have problems with the process, or for any other reason, please call us at 503-370-6737, email us at accessible-info@willamette.edu, or stop by Smullin 155.

If you believe the accommodations decisions made by AES will not adequately address your disability, please follow our Decision Review Process, found here: <http://willamette.edu/offices/accessibility/pdf/decision-review.pdf>. If at any time you find that your accommodation decisions are not being adequately implemented or enforced, please follow our procedure for Review of an Accommodation Implementation, found here: <http://willamette.edu/offices/accessibility/pdf/Accommodation.pdf>.

We look forward to working with you. If you have any questions feel free to contact us at 503-370-6737, email us at accessible-info@willamette.edu, or stop by Smullin 155.

Accessible Education Services
Willamette University
Smullin 155
900 State Street, Salem, Oregon 97301
Phone: (503) 370-6737 (Voice)
Email: accessible-info@willamette.edu

This email was copied to:

Requesting Accommodations Online

For CAS & PNCA Students: You will use [our online portal](#) to request their accommodations each semester. When you log into our system, you should see a screen like our example to the right.

Please make sure your class list matches what you are registered for and notify the AES office if they do not match.

For Law & AGSM Students: Please work with your respective offices on campus (Law-OSA, AGSM-Senior Assoc. Dean's office) to utilize your accommodations.

OVERVIEW



IMPORTANT MESSAGE(S)

Please read the following message(s) regarding your account:

- **Your To Do List:**

- No Accommodation Requests Found**

You have not submitted any accommodation requests for the current term. Please remember to request any accommodations needed for your classes in a timely manner.

Select Accommodations for Your Class

Important Note

1. Courses may take **up to 48 hours** to display in the system after you have registered for them. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Accessible Education Services.
2. Your courses might not display below if you are part of the course waiting list.
3. To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the next page to select your accommodations.
4. If you are **unable to select a checkbox** from the list of courses below, that means you have already submitted your request for accommodations for that course.
5. If you wish to **modify your accommodation request** (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

Step 1: Select Class(es)

- Fall 2021** - ARTH 199.01 - TOP: WHAT IS ART ABOUT? (CRN: 56609)
- Fall 2021** - CCM 101.01 - PUBLIC SPEAKING (CRN: 56494)
- Fall 2021** - CCM 496W.01 - SEMINAR CIVIC COMM AND MEDIA (CRN: 56490)
- Fall 2021** - PSYC 210.01 - INTRODUCTION TO PSYCHOLOGY (CRN: 55980)

Agreement to request accommodation language.

Step 2 - Continue to Customize Your Accommodations

Faculty Notification Letter

Fall 2021 - ENGL 102W.02 - CREATIVE WRITING FUNDAMENTALS (CRN: 56410)

This notification e-mail regards a student enrolled in the above course who is experiencing a temporary health condition. Please read the information pertaining to specific temporary accommodations due to illness or injury for the student listed below.

Important Notice: The information in this letter is strictly confidential!

██████████ has supplied Accessible Education Services (AES) with documentation that qualifies the student for the services indicated below.

The student is eligible to receive the following specific accommodations:

1. Alternative Testing

Please direct questions related to **Alternative Testing** to Marsa Terrell at 503-370-6737 or email at mterrell@willamette.edu.

Providing alternative testing is a collaborative effort, and our office is here to assist you with this accommodation. Instructors may choose to proctor their own exams, or they may have their students take their exams in the AES testing center, located in Smullin 155.

Students are instructed to communicate with their professor, preferably face-to-face, to determine a plan for testing accommodations for the semester. **Professors should also contact their student upon receiving this letter to set up that meeting.**

Students may take exams/tests/quizzes in the Accessible Education Services' Testing Center, located in Smullin 155, in order to utilize this accommodation. The student will contact both the AES office and the professor with the request to take their exam/test/quiz in the Testing Center. In order to adequately plan for staffing, seating, and timely preparation of materials, **students must schedule any exams/tests/quizzes in the Testing Center at least three business days prior to the test date**, or as soon as possible.

If the Testing Center is used, professors are responsible for providing a copy of exams/tests/quizzes to the AES office, as well as providing any instructions to accompany the exam/test/quiz (e.g. use of scratch paper, calculator, if providing extra time to students in class, etc.).

For more information about alternative testing, please visit <http://willamette.edu/offices/accessibility/faculty-resources/testing-accommodations.html>

◦ **Extra Time 2.00x**

The student is provided extra time (2x) in which to test. The time should be considered in relation to how long the rest of the class is allowed to take the exam (e.g. if the class has 1 hour to test, a student with this accommodation must receive 2 hours to test).

◦ **Reduced Distraction Location**

The student is provided a reduced-distraction room in which to test.

Students may take exams/tests/quizzes in Accessible Education Services' Testing Center (Smullin 155) in order to utilize this accommodation. To test in Matthews, students must schedule any exams/tests/quizzes at least three business days prior to the test date, or as soon as possible.

Students are strongly encouraged, but not required, to discuss their planned use of most testing accommodations with their professors. Ideally, the student will contact both the AES office and the professor with the request to take their exam/test/quiz in the Testing Center. The professor is responsible for approving the request, providing a copy of the exam to Accessible Education Services, and supplying any instructions to accompany the exam/test/quiz (e.g. use of scratch paper, calculator, if providing extra time for students in class, etc.).

For more information about alternative testing, please visit <http://willamette.edu/offices/accessibility/faculty-resources/testing-accommodations.html>.

Thank you for your part in making the university a more accessible and inclusive place to learn. Please let us know if you have any questions.

Accessible Education Services
Willamette University
accessible-info@willamette.edu
(503) 370-6737

NOTICE: This email (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. 2510-2521, is confidential and may be privileged information. If you are not the intended recipient, please be aware that any retention, dissemination, distribution or copying of this communication is prohibited. Please reply to the sender that you have received this message in error, then delete it. Thank you for helping to maintain privacy. This email may contain confidential student information. Further disclosure may be a violation of FERPA. If you have questions about forwarding this e-mail please contact AES.

For CAS & PNCA Students:
Your faculty will receive notification of your accommodations via email like the example to the right.

For Law & AGSM Students:
Faculty do not receive a copy of your accommodation letter, only the offices designated at each school (Law-OSA, AGSM-Assoc. Dean's office).

More Accommodation Information

- For CAS & PNCA Students: Once you are approved for accommodations, you must go online and request your approved accommodations every semester.
- For Law & AGSM Students: Once you are approved for accommodations, you must contact AES at the start of every academic year and request a new letter.
- You do not need to meet with AES again unless you want to request a change to your accommodations
- Accommodations are valid for the entire time at Willamette University

Types of Accommodations

- Academic Accommodations

- May include but not limited to:
 - Alternate formats
 - Alternative Testing
 - Assistive Technology
 - Environmental Adjustments
 - Flex Attendance (see next slide)
 - Foreign Language Requirement Substitution

- Residential Accommodations

- May include but are not limited to:
 - Housing Accommodations (see next slide)
 - Service and Emotional Support Animals
 - Dietary Accommodations

- Temporary Medical Accommodations

- Short-term for issues requiring a readjustment; examples would be for concussions or broken arms/legs

Flex Attendance Policy and Guidelines

Students are responsible to attend classes regularly and meet all deadlines for assignments and exams. Faculty have the right to establish policies to regulate attendance, assignment due dates, and tests. However, if a student has a disability or health condition that is episodic or cyclical in nature and causes random flare-ups of acute symptoms, they may occasionally miss class or fail to adhere to a scheduled deadline. In these instances, modifying attendance requirements, assignment deadlines and/or exam dates, may be considered a reasonable accommodation. The number of reasonable absences and lengths of extensions will vary and is based on the interactive or participatory nature of a course, as well as any applicable college, department, and accrediting agency regulations. Please read our [Flex Accommodations Policy and Guidelines](#) for clarification around roles and expectations of students and instructors.

Students wishing to request this accommodation should download and complete our [Attendance Eligibility Form](#). Upon completion of this form, students will need to make an appointment to see the Director of Accessibility Education Services.

Flex Accommodations Policy & Guidelines



Accessible Education Services
Willamette University, 900 State Street, Salem, Oregon 97301
Telephone: 503-370-6737 | Fax: 503-370-6647

Flexible Attendance, Assignments, and Exam Rescheduling Accommodations Policy and Guidelines

Overview

Students are responsible to attend class regularly and meet all deadlines for assignments and exams. Faculty have the right to establish policies to regulate attendance, assignment due dates, and tests. However, if a student has a disability or health condition that is episodic or cyclical in nature and causes random flare-ups of acute symptoms, they may occasionally miss class or fail to adhere to a scheduled deadline. In these instances, modifying attendance requirements, assignment deadlines and/or exam dates, may be considered a reasonable accommodation. The number of reasonable absences and lengths of extensions will vary and is based on the interactive or participatory nature of a course, as well as any applicable college, department, and accrediting agency regulations. The following guidelines are designed to facilitate understanding for students and instructors of their roles and expectations in navigating these accommodations.

What do Flexible Attendance, Assignment, and Exam Rescheduling Accommodations mean?

Students are responsible for attending their classes regularly and meeting all deadlines. Faculty have the right to determine attendance policies and establish assignment deadlines and test dates. Flexible accommodations for disability-related absences do not waive these rights and responsibilities, but rather are designed to provide some elasticity. Some examples of how to do this include allowing 1-3 absences beyond what would be provided to any student, or agreeing to a deadline extension or exam reschedule with no grade reduction. Faculty are not obligated to provide these accommodations retroactively, and are never required to reteach missed material. Students should never be required to provide medical documentation to a professor, and nondisability related absences are not covered by these accommodations.

The degree of flexibility that is available varies and depends on the interactive or participatory nature of a course, as well as standards mandated by college, department, and accrediting agencies. All assignments, quizzes, and exams must be completed by the last day of the final exam period, unless an incomplete has been requested by the student and granted by the professor. In some cases, flexible accommodations may not be reasonable or appropriate, even if the student has a disability or health condition that otherwise warrants flexibility, e.g. clinical practicums that are required for many graduate and professional programs.

What is the process?

The process for determining these accommodations is through Accessible Education Services (AES) and each student's case is considered individually. Students wishing to request these accommodations must register with AES and must provide documentation of a disability from a qualified professional. The documentation must verify the disability and must articulate how and why the disability impacts attendance.

In assessing the reasonableness of flexible accommodations, AES will seek to gain clarity on the role attendance plays in a course or program, and the impact extensions and rescheduled exams have on the essential learning outcomes of other participants. As guidance from the Office of Civil Rights suggests, AES will specifically explore the following elements with faculty when determining whether attendance is essential to a course:

1. What does the course description and syllabus say about attendance?
2. Is attendance factored in as part of the final course grade?
3. What are classroom practices and policies regarding attendance?
4. Is the attendance policy consistently applied?
5. Have exceptions been made for extenuating circumstances other than disability?
6. Is there classroom interaction between the instructor and students or is group work required for the class?
7. Do student contributions constitute a significant component of the learning process?
8. Does the course rely on student participation as a method for learning?
9. What is the impact on the educational experience of other students in the class?

If these accommodations are determined reasonable, the Director of AES will work with students and their faculty on the following:

- How will the student notify you they will miss class?
- How will they arrange to turn in missed work or reschedule an exam?
- What number of absences beyond what is allowed any student is reasonable?
- To what degree is it reasonable to extend the window for online exams, quizzes, discussions, and assignments?
- Is an incomplete or withdrawal appropriate for this student's situation?

In most cases, faculty will receive notification that a student is eligible for accommodations early in the semester.

Attendance Accommodation Request Form

First page that students need to complete:



Accessible Education Services
Willamette University, 900 State Street, Salem, OR 97301
T 503-370-6737 | F 503-370-6647 | www.willamette.edu

Disability Attendance Accommodations Request Form

Students are responsible to attend class regularly and meet all deadlines for assignments and exams. Faculty have the right to establish policies to regulate attendance, assignment due dates, and tests. However, if a student has a disability or a health condition that is episodic or cyclical in nature and causes random flare-ups of acute symptoms, they may occasionally miss class or fail to adhere to a scheduled deadline. In these instances, modifying attendance requirements, assignment deadlines and/or exam dates, may be considered a reasonable accommodation. The number of reasonable absences and lengths of extensions will vary and is based on the interactive or participatory nature of a course, as well as any applicable college, departments, and accrediting agency regulations.

The process for determining these accommodations is through Accessible Education Services (AES) and each student's case is considered individually. Students wishing to request these accommodations must register with AES and requests for attendance accommodations must be made prior to the start of the semester in which the accommodations will be needed. Attendance accommodations are not retroactive and requests made after the start of the semester may result in more limited flexibility. Students requesting these accommodations must provide documentation of a disability from a qualified professional. The documentation must verify the disability and must articulate how and why the disability impacts attendance. Students who are determined eligible for this accommodation are responsible for meeting all essential learning outcomes, objectives, and standards of the course and this accommodation does not waive this responsibility. This accommodation is not a free pass to be absent.

Student Name: _____ Date: _____
Student ID: _____ WU Email: _____
Year (Fr/Soph/Jr/Sr/Graduate) _____ Address: _____

Please answer the following questions: (you may attach an additional page if necessary)

1. Describe the nature of your disability. Include variability of your condition (amount of change in your condition over a period of time) and possible flare-ups and episodes.

Form that a licensed profession needs to complete:



Disability Attendance Accommodation Eligibility Form (p. 2 of 2)

Student Name: _____ Date: _____
Student ID: _____ WU Email: _____

*To be completed by the student's qualified treating professional.
Please attach an additional page if necessary.*

1. Diagnosis of disability: _____
2. Date of diagnosis: _____
3. Expected duration of diagnosis: _____
4. Date of last visit for this condition: _____
5. Procedures/assessments used to diagnose this condition:

6. Nature of symptoms and functional limitations:

7. How often does this student experience the symptoms and functional limitations described in question 6?
Avoid ambiguous terms like often, unknown, etc. If symptoms and functional limitations occur daily, be specific about approximate times of day and duration of symptoms.

8. What is the impact of the condition specifically on the student's ability to attend class? How does it typically cycle? How many episodic flare-ups can be anticipated in a fifteen week period (length of time of a semester)?

9. What is the severity of the impact described in question 8?

10. Does the student take any medications for this condition? Circle one: Yes / No
a. If you circled "Yes," list those medications and any side effects that affect functioning:

11. Are there any treatments or strategies you would recommend to foster increased class attendance for this student? Explain: _____

12. Is there any other information you would like to add that might be helpful to us in working with this student?

Professional's signature: _____ Date: _____

Printed name: _____

Provider Credential/License: _____

License number: _____

Housing Accommodations

Students must follow our [Housing Accommodation Request Process](#) to request disability-related housing accommodations. After reviewing the request process, students need to complete the [Housing Accommodation Request Form](#) and return it to the Accessible Education Services office. Students should allow for adequate time to process requests that may require Accessible Education Services to contact your medical provider.

Accessible Education Services seeks to ensure consistency in evaluating requests while simultaneously exploring each individual situation before making recommendations to Residence Life and Housing. It is our practice to determine the housing accommodation that provides the most traditional Willamette college experience. The learning environment and residential living are central to the Willamette University experience and mission. On-campus residences provide out-of-class living and learning spaces where socializing occurs; they are not the primary resource for studying.

The process for seeking housing accommodations due to disability can be lengthy. We encourage students to submit their requests as early as possible. If submitted less than a month in advance of move-in or housing selection, the request will still be considered, but options for accommodation will be considerably more limited. Approval may take longer if the documentation does not fully support the request as necessary due to a disability.

Housing Request Process Guidelines



Accessible Education Services
Willamette University, 900 State Street, Salem, OR 97301
T 503-370-6737 | F 503-370-6647 | www.willamette.edu

Housing Accommodations for Students with Disabilities

At Willamette, housing is considered part of the educational experience for all first- and second-year Willamette students. Our goal is to support your full inclusion and engagement in this educational experience.

Students with disabilities may request disability-related housing accommodations through the Accessible Education Services office. Students requesting dietary accommodations while living on campus must first speak directly with the director of Bon Appétit; see the reverse side of this document for details.

An individual with a disability is defined by the Americans with Disabilities Act as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.

Procedure to Request Disability-Related Housing Accommodations

1. Schedule an appointment with Accessible Education Services (503-370-6737) at least one month before the advertised housing selection date to ensure adequate time for your completed request to be considered. The time frame for determining your eligibility for an accommodation may vary based on the level of detail provided in your disability documentation and/or Eligibility Form.
2. If you are an admitted student with a Willamette email, complete the [AES Online Application](#) as soon as you have made your appointment. You may upload your disability documentation on the second page of the application.
3. We recommend that you bring a completed [Housing Accommodations Request form](#) to your initial meeting. You may come to your meeting without this form, though we can begin to process the request form as soon as it is received. The following components of the Request Form are required:
 - a. A **written statement** describing the accommodation you are requesting, the effect of your disability on your life and your experience in campus housing, and the reasons for your request (pp. 1-2 of the above Request Form)
 - b. An **Eligibility Form** completed by a qualified professional (pp. 3-4 of the above Request Form).
 - c. Any additional documentation of a disability that includes a **thorough description of the functional impact of the disability** from a qualified professional. This documentation can also be uploaded as part of the AES Online Application (see step #2).
4. Attend your appointment with the Accessible Education Services (AES) Director to discuss your request, review the components of the Request Form and the documentation you have provided, and determine if additional information is required. Incomplete documentation will delay our decision.

5. The AES Director meets with the Disability Housing Accommodation Committee to review completed accommodation requests and determine whether or not a housing accommodation is **necessary due to disability-based limitations and feasible within the residential system**. You will be contacted via email once a decision about your request is made. Each decision is made on an individualized, case-by-case basis. Our goal is to allow you to engage in the educational process. At Willamette, housing is considered part of the educational experience for all Willamette students.

Accommodations for Sorority Residents

Sorority residents follow the above Procedure to Request Disability-Related Housing Accommodations. In some cases, the AES Director may consult a sorority representative to help determine whether or not the sorority is able to provide the requested accommodation for their member. Information the student shares with the AES Director is kept private except as needed to determine appropriate supports. In most cases, sororities are able to accommodate their member's needs. In the case that a sorority cannot provide an appropriate accommodation, the student will be referred to Housing & Conferences for an accommodation in a residence hall.

Dietary Accommodations

If you have not contacted Lindsey Leisinger, Bon Appétit's Food Service Director, please do so as she can assist in helping to minimize and/or eliminate exposure to allergies. Lindsey can be reached by email at lleisinger@willamette.edu or by phone at 503-754-1654.

Requests for dietary accommodation through Accessible Education Services (AES) will not be determined or fully considered without a meeting or conversation with Lindsey, and a good faith effort to see if Bon Appétit can accommodate your dietary restrictions with an existing meal plan. AES uses the housing accommodation request process for modifications to meal plans for disability-related reasons as it is part of room and board.

Disability Documentation

Please refer to our [Documentation Guidelines](#) for detailed information about appropriate disability documentation.

Renewing Accommodations

Some disability housing accommodations need to be renewed each year. If you are eligible for a disability housing accommodation, you will receive an e-mail from the AES director notifying you of the modifications you are eligible for and whether annual renewal is necessary. Review this e-mail carefully and retain it for your records.

Housing Requests Unrelated to Disability

Some housing requests are not disability related. Please review information on the elements of quality disability documentation found in our [Documentation Guidelines](#) and work with a qualified medical provider to carefully assess whether they can meet the criteria for sufficient documentation.

Contact

If you have any questions about your documentation, the accommodations process, or if you find that your current accommodations are not working, please contact:

Sue Minder, Director of Accessible Education Services
Smullin Hall 155
accessible-info@willamette.edu | 503-370-6737

Housing Request Form

First page that students need to complete:



Accessible Education Services
Willamette University, 900 State Street, Salem, OR 97301
T 503-370-6737 | F 503-370-6647 | www.willamette.edu

Disability Housing Accommodations Request Form

Willamette University recognizes the importance of providing reasonable accommodations in its housing policies when necessary for students with disabilities to use and enjoy college housing. A reasonable accommodation is a modification or adjustment to the tasks, environment, or the way things are usually done that enables individuals with disabilities to have an equal opportunity to participate in an academic program.

Please complete this form and return it to the office of Accessible Education Services at least *one month before you intend to move into your requested location* or your petition may not be reviewed prior to any university deadlines.

Student Name: _____ Date: _____
Student ID: _____ WU Email: _____
Year (Fr/Soph/Jr/Sr/Graduate) _____ Campus Address: _____

Please answer the following questions:

1. Please describe the reasonable accommodation you are requesting (add additional pages if necessary):

Form that a licensed profession needs to complete:



Disability Housing Accommodation Eligibility Form (p. 2 of 2)

Student Name: _____ Date: _____
Student ID: _____ WU Email: _____

*To be completed by the student's qualified treating professional.
Please attach an additional page if necessary.*

1. Diagnosis of disability: _____
 2. Date of diagnosis: _____
 3. Expected duration of diagnosis: _____
 4. Date of last visit for this condition: _____
 5. Procedures/assessments used to diagnose this condition:

 6. Nature of symptoms and limitations:

 7. How often does this student experience the limitations described in question 6?

 8. What is the impact of the condition specifically in the residential living environment?

 9. What is the severity of the impact described in question 8?

 10. Does the student take any medications for this condition? Circle one: Yes / No
a. If you circled "Yes," list those medications and any side effects that affect functioning:

 11. Please state your recommended accommodation for university housing and describe its link to the student's functional limitations: _____

 12. Is there any other information you would like to add that might be helpful to us in working with this student?

- Professional's signature: _____ Date: _____
Printed name: _____
Provider Credential/License: _____
License number: _____

Contact Information

Accessible Education Services

Sue Minder, Director

accessible-info@willamette.edu (main office)

503-370-6737 (main office)

sminder@Willamette.edu (director)

503-370-6114 (director)

Check out [our webpage](#) for more information