

Process for Students Requesting ADA Accommodations:

- Arrange an Intake Appointment with an advisor at the Center for Disability Services (801) 581-5020
- Complete paperwork during intake appointment – application form, release forms, etc.
- Read Center for Disability Services Student Handbook (see <http://disability.utah.edu/index.html>)
- Obtain and provide documentation to your advisor in the Center for Disability Services (see specific documentation guidelines at <http://disability.utah.edu/documentation.html>)
- Documentation review by the University case management team
- Decision made regarding eligibility and specific accommodations
 - Approved – meet with your advisor to set up accommodations
 - Not approved – contact your advisor for more information

Notes:

- **Plan Ahead** - Please start the process early since accommodations cannot be retroactive.
- Please contact your advisor at any point in the process for clarification on the steps.