



Office of the Assistant Dean

Katherine Heines, Assistant Dean
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Taylor Waters, Director of Student Services
taylor.waters@sjc.edu

Disabilities Registration Form

This form is to be completed by the student.

St. John's College is committed to making its facilities and programs available to all students who are qualified to undertake the academic program and willing to do the necessary work. The College will make reasonable modifications to classroom procedures or requirements and provide necessary auxiliary aids to accommodate students with documented disabilities as required by law. We evaluate requests for adjustment or accommodation on an individual basis. This form is intended to help us determine how we can effectively meet your needs.

Depending on the nature of your disability, we will require documentation as summarized below. Please refer to the appropriate guidelines ("Documentation of...") accompanying this form for complete requirements. This documentation is kept confidential and shared only with those employees of St. John's College who have a legitimate need to know the information it contains.

Please note that you, as a student at St. John's, have the responsibility to use this form to notify the College of any adjustment or accommodation you request, and to notify the Assistant Dean or Director of Student Services in writing if you think that adjustments or accommodations agreed to by the College are not being made. You may make a request at any time during your enrollment. Adjustments or accommodations are effective, at the earliest, on the date they are granted; they cannot apply retroactively or affect the evaluation of the work of a semester after the last day of that semester.

- **Students with learning disabilities or attention deficit or hyperactivity disorders** must submit a complete psycho-educational evaluation. See the attached policy for details on the required documentation. Evaluations for attention deficit or hyperactivity disorders should be no more than three years old; re-evaluation may be required for students with older evaluations.
- **Students with other disabilities** must submit medical or clinical documentation identifying the disability and specifying the recommended academic modifications and/or auxiliary aids.

To help ensure that we are able to meet your needs, you should submit these forms as early as possible and arrange to discuss your situation with Katherine Heines, the Assistant Dean, or Taylor Waters, the Director of Student Services. We recommend submitting these forms by the following dates, or as soon as possible after a disability has been diagnosed: by July 1 for the fall semester; by December 1 for the spring semester.

If you have any questions or need additional information, please contact Ms. Heines or Ms. Waters by phone or e-mail. Please mail this form to Katherine Heines, Assistant Dean, at the address above.

Student's name Student's telephone number

Student's mailing address

City State Zip Code

Disability (please be specific):

Please attach all documentation verifying eligibility for adjustment or accommodation under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act and provide the information requested below.

Name of evaluator

Telephone number

Address of evaluator

City/State/ZIP

Date of evaluation

Title of evaluator

Please summarize any adjustment or accommodation you are requesting from St. John's College:

Student's signature

Date

Please type or print your name