

DISABILITY RESOURCE CENTER RECOMMENDED ACCOMMODATIONS

Section: Assignments

Policy: University Housing will work with the Disability Resource Center (DRC) to assign students based on recommended accommodation needs.

Purpose: The purpose of this policy is to identify procedures associated with assigning students who have accommodation recommendations from the DRC.

Scope: The University of Georgia strives to reasonably accommodate persons with disabilities in accordance with applicable laws and policies. In keeping with this commitment, such accommodation may involve recommendations from the DRC. Students requesting housing accommodations must first register with the DRC and work with their disability coordinator to determine appropriate housing accommodation needs.

Procedure:

Undergraduate students should register with University Housing by completing online housing registration immediately upon being accepted for enrollment in the university. Graduate and professional students may register with University Housing upon applying to the university.

- I. Students needing special assignments or accommodations because of a chronic ailment or physical disability should register with the DRC process. The DRC will then provide a recommendation to the Housing Assignments Office.
- II. The DRC registration process starts on the following web page: [Disability Resource Center](#). Students requesting accommodations are encouraged to register with the DRC as soon as possible and follow all applicable policies and procedures for requesting accommodations and providing documentation to the DRC. Students can register with the DRC prior to acceptance to UGA.
- III. Students are encouraged to allow adequate time for the DRC to review the request and suggest needed accommodations prior to the start of University Housing's room assignment process beginning in December for returning, continuing and transfer students and May 1 for first-year students or students starting the following fall. This will provide housing staff the necessary time to arrange for the accommodation request. Students can register with the DRC prior to acceptance to UGA. For all students moving in in the spring, housing registration opens at the beginning of October, and students are encouraged to allow adequate time for the DRC to review the request and suggest needed accommodations prior to the start of University Housing's room assignment process beginning around December 1.
- IV. Once the disability coordinator has worked with the student to determine any housing accommodation needs, and prior to final notification to the student, the disability coordinator will submit the accommodation request to the associate

director for assignments and contracts, the assignments coordinator and the assignments specialist.

- V. The assignments staff will acknowledge receipt of the accommodation and will have one week to review the accommodation and verify with the DRC that the accommodation will be met as determined by the disability coordinator or if additional information about the requested accommodations is needed. Once the disability coordinator receives confirmation of the housing accommodation, he/she will notify the student of the accommodation that will be met.
- VI. As part of the review process, and depending on the type of accommodation needed, assignments staff may consult with the facilities and/or RPS staff to assure accommodation information for a particular room is correctly noted in assignments information or if a work request is needed to provide any equipment needed for the accommodation.
- VII. The Housing Assignments Office will make an assignment based upon the recommendation of the DRC.
- VIII. The Housing Assignments Office will share the assignments made with the DRC prior to opening each semester. The DRC will review to make sure all accommodations sent are accounted for and verify notations are made for all students who may need assistance with emergency egress.
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- X. The Housing Assignments Office will share the list of assignments and accommodations to RPS and facilities staff prior to opening each semester to provide adequate time to verify all equipment needed is in place and working properly and ensure that any equipment is listed to the Room Inventory Card (RIC).
- XI. At check in, Residential Programs and Services (RPS) staff will distribute the automatic door opener (clicker) to the student (if applicable).
- XII. If the accommodation notes that a student may need assistance with emergency egress, the appropriate assistant director for RPS or residence hall director will schedule a meeting with the student within one business day of the student's check-in to discuss and record an emergency egress plan.

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