

DISABILITY RESOURCE CENTER RECOMMENDED ACCOMMODATIONS

Section: Assignments

Policy: The Housing Assignments Office 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 contact the DRC to begin the intake process. The DRC will then make a recommendation to the Housing Assignments Office.
- II. The DRC procedures to request special housing assignments or accommodations can be found on the following web page: https://drc.uga.edu/site/content_page/procedure-to-request-special-housing-assignments-or-accommodations. Students requesting disability-related accommodations are encouraged to register with the DRC as soon as possible and follow all applicable policies and procedures for requesting accommodations and documenting their disabilities. 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 around May 1. 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 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 assistant director for assignments and contracts.

- V. The associate director for assignments and contracts 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.
- VI. As part of the review process and depending on the type of accommodation needed, the associate director for assignments and contracts will forward the request to the director of residential programs and services, the appropriate associate director, the appropriate area/senior coordinator, director of facilities, assistant director of facilities maintenance and the appropriate maintenance supervisor. Facilities staff will verify all equipment needed is in place and working properly and confirm with the assistant director for assignments and contracts. The assistant director for assignments and contracts will confirm with the disability coordinator if the accommodation can be met as recommended 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.
- VII. The Housing Assignments Office will make an assignment based upon the recommendation of the DRC. Once a student is assigned to a particular space, the Residential Programs and Services staff will be responsible for adding any equipment to the Room Inventory Card (RIC) and distributing the automatic door opener (clicker) to the student (as applicable).
- VIII. The Housing Assignments Office will share the assignments made with the DRC prior to opening. The DRC will review to make sure all accommodations sent are accounted for and make notations, if not included on the original accommodation request, for all students who may need assistance with emergency egress.
- IX. If the DRC coordinator notes that a student may need assistance with emergency egress, the appropriate area/senior coordinator 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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