

## **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:**

- I. Students needing special assignments or accommodations because of a chronic ailment or physical disability should register with the DRC on the following web page: [Disability Resource Center](#) as soon as they are admitted to the university. The DRC will then provide a recommendation to the Housing Assignments Office.
- II. 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 January 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. For all students moving in in the spring, housing registration opens the first Monday of October.
- III. 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 assistant director for assignments and contracts managing these assignments.
  - A. 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, they will notify the student of the accommodation that will be met.
  - B. As part of the review process, and depending on the type of accommodation needed, assignments staff may consult with the facilities and/or Residential Programs and Services (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.

- IV. The Housing Assignments Office will make an assignment based upon the recommendation of the DRC.
- V. 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.
  - A. 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.
- VI. 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 noted to assure recovery at the time the student checks out.
- VII. At check in RPS staff will distribute the automatic door opener (clicker) to the student (if applicable).

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