

Procedure for Students Requesting Housing Accommodations at EMCC:

1. **Contact the Office of Residential Life** to fill out a housing application and pay a \$100 housing deposit. (Because of the high volume of applicants, students can submit their housing application/Housing Deposit at the same time as their application for acceptance). The Residential Life director is Alissa Gervais, agervais@emcc.edu
2. **Schedule an Intake appointment with the Disability Services** to discuss possible accommodations. The Coordinator of Disability Services is Elizabeth Atkinson, eatkinson@emcc.edu
3. **Provide documentation** of your disability (submit prior to intake meeting) from a qualified physician – Please include very specifically what housing accommodations are needed such as ADA accessibility or a single room. For single room request documentation, see below.
4. Disability Services will review your documentation and make a decision per your request and will contact you back.
5. Disability Services will make contact with the Office of Residential Life if the single room request is approved.
6. The Office of Residential Life will contact you with a housing placement when one is available.

Housing accommodation requests are filled on a first come first serve basis each semester. The deadline to request housing accommodations for a documented disability is August 1st. After August 1st, the Office of Residential Life will release ADA rooms to the general student population.

DOCUMENTATION GUIDELINES:

Disability-related documentation for *single room requests* from a qualified provider such as a medical doctor, a licensed psychologist, therapist, or another medical professional who is capable of making such a determination must include the following:

1. Please describe the length of time the health professional has been working with the student
2. Whether the student has a verified disability
3. A description of how the single room serves as an accommodation for the verified disability, including the symptoms that will be mitigated by the single room.
4. How the need for the single room relates to the ability of the student to use and enjoy a college's residential housing
5. Whether the single room in residential housing will cause stress or otherwise negatively affect the student's ability to succeed in a college environment;
6. Any consequences related to the disability that may result if the accommodation is not approved