

Receiving and Using Disability Accommodations as Healthcare Sciences Students at Jacksonville University

Our primary goal is to provide the necessary support to any student with a disability and/or medical condition in removing barriers that could impact their academic success.

With that in mind, the Brooks Rehabilitation College of Healthcare Sciences has partnered with the Jacksonville University Disability Support Services (DSS) Office, to provide support for any student in their College.

In order to receive accommodations, a student must go through the DSS registration process initially and then renew/request an updated letter every term.

The Registration process consists of the following steps:

- ❖ Provide documentation about your medical condition and/or disability to the Director of the Disability Support Services (Olga Florez, oflorez@ju.edu).
 - This documentation cannot be any older than 3 years and must provide relevant information on the connection between the condition and the accommodations requested.
 - The medical provider can choose between a typed letter (on their letterhead) explaining the student's condition and how it may impact the student academically, as well as the suggested accommodations or support needed; or use one of our [forms](#).
 - Once all the documentation is received, an appointment will be set to discuss the accommodations requested and to finalize the registration process.
- ❖ The Director of Disability Support Services will provide the student with accommodation letter(s) for the requested term and it is the student's responsibility to provide the letters to his/her professors and have a conversation about the accommodations and how/when/if they'll be needing/using them.

Renewal/ request of accommodation letters process:

- ❖ In order to renew/request accommodations, the student is required to complete and submit the "Accommodation Request form" every term.
 - This form can be found on our [website](#). The form needs to be downloaded and saved before it can be edited/saved and sent to us.
 - Once the request is received, please allow 2-3 business days for the letters to be created and to be notified via email that they are ready to be picked up.