

Lincoln University

Office of Access & Ability Services Checklist New Students

- _____ 1. Any student with a **documented disability** requiring accommodations must register with the Office of Access & Ability Services.
Note: The student must have been accepted to Lincoln University prior to registering for services.
- _____ 2. Student must complete and submit the **Request for Services** application.
- _____ complete and submit the **Confidentiality of Information** form
- _____ complete and submit a **Diagnosed Disability Information** form
- _____ provide or have documentation of his/her disability from a professional or official authority sent to the **Office of Access & Ability Services**
- _____ 3. New students must complete all appropriate in-take paperwork (described above) and complete a face-to-face assessment prior to a determination of “**reasonable**” accommodations being provided

- _____ 4. **“Letter(s) of Accommodation”** (LOAs) will be provided to each instructor for all courses listed on your semester schedule.
- _____ 5. **All students** must meet with the Coordinator for a mid-term check-up **or** provide documentation of contact with their academic advisor for file in this office.
- _____ 6. Students must re-certify **each semester** to receive LOAs.

All forms must be returned to the:

Office of Access & Ability Services

Lincoln University

304 Founders Hall

Jefferson City, MO 65101

Email: access&abilityservices@lincolnu.edu

Phone: (573) 681-5162

Fax: (573) 681-5165