



OFFICE OF ACCESS & ABILITY SERVICES CHECKLIST

(NEW STUDENTS)

- _____ 1. Any student with a documented disability requiring accommodation(s) 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. Students must complete and submit the Accommodation Request for First Time Students to Access and Abilities.

- _____ 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 intake paperwork (described above) and complete a face-to-face assessment prior to a determination of “reasonable” accommodations being provided.

- _____ 4. **Letter(s) of Accommodation** will be provided to each student to share with their instructor(s).

- _____ 6. Students must re-certify each academic year to receive their letter of accommodation(s).

ALL FORMS MUST BE RETURNED TO THE:

Office of Access & Ability Services

Lincoln University

THOMPKINS HEALTH CENTER

822 Lee Dr Jefferson City, Missouri 65101

Email: access&abilityservices@lincolnu.edu

Phone: (573) 681-5167