Dear Prospective Resident:

In order for us to efficiently evaluate your request for housing accommodations at CSU Channel Islands (CI) for a specific type of accommodation due to a disability need, an online student housing application and application that contains your self-disclosure of a disability should be filed. At CI, the Housing and Residential Education (HRE) office works in collaboration with Disability Resource Programs (DRP) to provide reasonable accommodations within our residential facilities for students with disabilities.

In order to process your request for housing accommodations, please register your request with DRP by following the steps below:

1. Prior to submitting your Housing Accommodation Request, you must have been admitted into the university.
2. All students who wish to live on campus must apply for housing according to published deadlines, including students who are requesting a disability accommodation for their housing assignment. A request for disability accommodation in housing cannot be granted without an active housing application. Missing the housing application deadline may result in the University’s inability to provide an accommodation in the requested housing room assignment.
3. Call DRP 805-437-3331 to schedule a DRP new housing accommodation appointment. It is recommended you schedule your DRP housing accommodations appointments in advance. Scheduled appointments may be conducted either in-person, Bell Tower (BT) 1541, telephone or virtual anytime during the semester, however they must be completed no later than five business days after the established deadlines*.
4. Prior to your new housing accommodation appointment, complete and submit the enclosed Disability Assessment Form for Housing Accommodations and any verifying disability documentation from a licensed professional you have determined beneficial in supporting your request to:
   
   Disability Resource Programs  
   Housing Accommodations Request  
   One University Drive, Bell Tower 1541  
   Camarillo, CA 93012-8599

   DRP will also accept registration information prior to the designated deadlines listed via fax at 805-437-8529. It is the responsibility of the student to confirm that mailed or faxed information is received by the designated deadline prior to the academic term that accommodations are being requested.

*Note: Returning residents must submit the above information to DRP for the fall semester by April 1, 2016. New residents must submit the above information to DPR by May 23, 2016, and for the spring semester by November 15, 2016 prior to the academic term that accommodations are being requested. This will allow for the processing of all materials in time for roommate and space assignments. Both fall and spring accommodations are dependent on availability.
During your DRP new housing accommodation appointment be prepared to self-report your disability as this is the core component for determining your eligibility and need for accommodation. When you self-report, it is important for you to discuss your disability type and how you are limited by the impairment as it relates to housing. Although your self-report is a main competent in determining your disability related housing accommodation, unless the existence of a disability and the need for accommodation is self-evident, corroborating documentation from a licensed professional is typically needed. An example would be submitting a letter from your physician/psychologist/diagnostician on office letterhead containing the following medical information:
   a. Diagnosis.
   b. Identification of specific functional limitations posed by this condition as it pertains to housing.
   c. Description of the current impact of this condition as it pertains to housing.
   d. If the condition is permanent or temporary.
   e. A clear description of the reasonable housing adaptation or accommodation.
   f. An indication of the level of need for the requested adaptation or accommodation.
   g. Possible alternatives if the requested adaptation or accommodation is not possible.

DRP will maintain your registration and documentation information and assure that confidential information will only be shared with the designated staff to evaluate your housing accommodations request.

After your DRP Housing Accommodation appointment and review of submitted supporting documentation is completed by DRP, eligibility and the housing accommodation recommendation will be provided to HRE.

HRE will make every effort to provide the recommended housing accommodations. Requests are processed on a first come, first served basis by the established due date. Some requests such as consideration for only one room-mate or single room are based on first come, and availability.

A Disability Assessment Form for Housing Accommodations does not automatically grant you a space in housing and a previous special case assignment or disability accommodation does not ensure a future accommodation. Individuals must complete the above mentioned process each year housing accommodations is requested as specific policies and medical conditions may change from year to year.

Please note: Students requesting academic accommodations must register with DRP each semester. This is a separate process from requesting student housing accommodations. Students requesting student housing accommodations based on their disability must register with DRP annually.

If you have any questions, please contact us at 805-437-3331.

Thank you,
Valeri Cirino-Paez
Assistant Director
Access, Orientation and Transition Programs
CSU Channel Islands
805-437-3331
DISABILITY ASSESSMENT FORM FOR
HOUSING ACCOMMODATIONS

The information you provide will be treated confidentially and will be used only for the intended purpose of processing your request for housing accommodations. Please submit this form with any verification documents from a licensed professional you determine beneficial, to Disability Resource Programs.

TYPE OF DISABILITY (Check all that apply)

☐ Psychological Disability
☐ Physical Disability
☐ Vision: Do you require the assistance of auditory emergency alarms? ☐ Yes ☐ No
☐ Hearing: Do you require the assistance of visual emergency alarms? ☐ Yes ☐ No
☐ Motor/Mobility (Ambulatory Assessment Information):
  ☐ Independent ☐ Manual Wheelchair ☐ Power Wheelchair ☐ Motorized Cart
☐ Autism
☐ Other_______________________________________________

Do you require a personal care attendant* (PCA)? ☐ Yes ☐ No
Will you require a 24-hour, live-in personal care attendant (PCA)? ☐ Yes ☐ No
1. If a 24-hour PCA is required to meet your needs, the PCA must pay additional housing costs. The PCA must sign a housing contract, abide by all housing and University policies, and provide Housing and Residential Education with information regarding the qualifications necessary for your care.

*PCA’s are obtained by the student and are not provided or paid by the University.

Student’s Self Report
Housing accommodations are limited and will be assigned on a first come, first served basis. Please provide your self-report of disability type, limitations and how it impacts your housing. Include your specific reasonable housing accommodation request, and include how this request relates to your disability. Use the back of this form if additional space is needed.
RELEASE OF INFORMATION

By my signature below, I acknowledge that the information shared will be used for the sole purpose of applying for housing accommodations at CSU Channel Islands. Completing this information does not guarantee that housing accommodations will be provided.

I understand that in order to process my housing accommodations request, it may be necessary to share information regarding my disability with University personnel. My signature grants University personnel authorization and permission to make any arrangements deemed necessary to process my request for housing accommodations.

Second, I realize that this information is for housing accommodation purposes only. Should I need academic accommodations; I will need to speak with Disability Resource Programs at 805-437-3331. The academic accommodations process and the housing accommodations process are two different processes.

_______________________________  _______________________________
Student’s Signature      Student’s Name (please print)
_______________________________  _______________________________
@myCI.csuci.edu            Student’s myCI Email Address    Dolphin ID Number

Home Telephone Number      Cell Phone Number
________________________
Parent/Guardian Signature (if student is under 18)

Please return your completed Disability Assessment Form for Housing Accommodations and documentation you have determined beneficial in supporting your request to:

    Disability Resource Programs
    Housing Accommodation Request
    One University Drive, Bell Tower 1541
    Camarillo, CA 93012-8599

Both fall and spring accommodations are dependent on availability. To allow for the processing of all materials in time for roommate and space assignments, Disability Resource Programs will accept registration and documentation for:

- **Returning residents** for the fall semester through **April 1, 2016**.
- **New residents** for the fall semester through **May 23, 2016**.
- **New housing accommodation** requests for spring semester through **November 15, 2016**.

The forms and documentation you have determined beneficial in supporting your request can be sent via fax to 805-437-8529. Students are responsible to confirm that mailed or faxed information is received prior to the University’s designated deadline.