Regis College is a community of diverse learners. Whether students have academic or physical accommodation needs, Regis uses an array of resources to support our students. Students with disabilities may be eligible for certain services, and access to these resources can enhance their academic and co-curricular experience.

This packet of information from the Office of Student Disability and Accessibility Services (OSDAS) is to inform you of your rights and responsibilities as a student with a disability here at Regis College. While we do not assume that you will require any special accommodations, we want you to be aware of the process should the need for an accommodation arise during your time at Regis. Each student is evaluated individually to determine the appropriate accommodations.

Examples of disabilities that may be seen on our campus include, but are not limited to:

- Learning Disabilities- ADD/ADHD, Autism Spectrum Disorder, Dyslexia, and neurological impairment
- Psychiatric Disabilities- Anxiety, Depression, Bipolar Disorder, and PTSD
- Physical/Sensory Disabilities- mobility, hearing, speaking, and visual impairments
- Medical- Chronic illness
- Temporary- Injury or short-term ailment

Attached you will find several pages of Commonly Asked Questions, as well as an Application for Services. Please take the time to read the questions fully. If you decide that you would like to self-identify as a student with a disability, you may complete the application and return it to the OSDAS located in College Hall room 389. Once you do this, you will be contacted by the Director of OSDAS to set up an intake meeting to discuss eligibility, and will be asked to provide additional documentation.

If you need additional information, please contact:

**Courtney Mulligan, Director**
College Hall 389  
235 Wellesley Street  
Weston, MA 02493  
781-768-7384 (office)  
781-768-7082 (fax)  
Courtney.Mulligan@regiscollege.edu
Commonly Asked Questions

1. **Will the fact that I have a disability help or hurt me in getting admitted to Regis College?**

   Disability is a neutral factor in the admissions process at Regis College; it will neither help nor hurt you in getting admitted to the College. In fact, Regis College cannot inquire about disability prior to admission. You must apply through the regular admission process. If you required any accommodated testing procedures for the standardized test scores that you used in the admission process, then this information they will be treated the same as scores and grades earned without accommodation. However, if you think you, as a prospective or newly admitted student, may want to request accommodations here at Regis, please contact the Office for Student Disability and Accessibility Services (OSDAS) at the earliest time possible.

2. **Once I have been admitted to Regis College, how do I go about receiving accommodations for my disability?**

   Every student who is admitted to Regis College receives an information packet from the OSDAS that includes the Welcome Letter, this set of Commonly Asked Questions, and an OSDAS Application for Services form. Should you choose to disclose a disability and/or request an accommodation simply fill-out the OSDAS Application for Services form and schedule to meet with the Director of SDAS office to discuss your application. Of course, you may disclose a disability at any time while you are a Regis College student – but the earlier you contact us and provide the documentation we need to determine eligibility for reasonable accommodation options, the more proactive we can be in assuring that you do not face any avoidable barriers in your college experience!

3. **Should I just send my disability documentation in with my application / other admissions papers?**

   Please **DO NOT** send your disability information to Admissions with your application. There is no need to disclose your disability to anyone other than the OSDAS Director and to any persons that you and the Director determine to be appropriate as needed. Send all correspondence and information pertaining to your disability directly to the OSDAS where it will be maintained in a confidential file.

4. **What documentation requirements does the OSDAS have?**

   In order to receive services or accommodations, the OSDAS must have documentation that clearly diagnoses a disability; is age-appropriate (i.e., assesses the student’s current level of functioning); lists the functional limitations of the student’s disability in an educational setting; and lists recommendations from the appropriate licensed professional for the student.
Once the documentation has been reviewed, a letter will be sent to inform of eligibility status. An appointment will then be set up for a discussion on the exact nature of that accommodation and the proper letters for professors will be sent out.

5. If I have an IEP that was used in high school, will the provisions in it carry over to Regis College?

Although your IEP may help identify what accommodations were useful in high school, it is not sufficient documentation to determine appropriate and reasonable accommodations at Regis College. Also, no college is required to create any form of an IEP. Reasonable accommodations are offered to assure equal access and to promote each student’s opportunity for success, but institutions of postsecondary education have significantly different responsibilities from those of elementary and secondary school systems. Primarily, you must be able to meet the academic and technical standards required for admission and graduation at the college level.

6. I have a learning disability (or ADD/ADHD), but I have not been tested for it since I was in elementary school. Will I need to be retested to receive accommodations at Regis College?

Yes, the OSDAS needs to have documentation that assesses the student’s current level of functioning – we want the best picture of you, the one that most represents your true strengths and honest areas of weakness so that we can determine the most reality based options for you. The documentation of an evaluation by a qualified professional with expertise in the area of your disability must have been created within 3 years of admission to the college.

7. Does Regis College pay for evaluations or re-evaluations of disability?

No, it is the student’s responsibility to provide verification of disability to Regis College and to pay for evaluations or re-evaluations of disability. This is usually covered under any existing medical insurance policies or other agencies or organizations that you may participate with due to the disability, but sometimes specialized testing will require additional payments by the individual.

8. Do I have to request accommodations at all, or for all my classes?

No, accommodations are not assumed to be needed unless or until they are requested. If you decide to take a class without accommodation requested in advance, you cannot later request a different final course grade due to a disability. Accommodations are not retroactive. The obligation to accommodate begins with your presentation of the Application for Services form and a specific request. Once the documentation and review have been completed, if it is found that the accommodation is not working or is not sufficient, it is the responsibility of the student to return to the OSDAS. We will actively work with you to find the optimal accommodation that allow you to meet the academic standards of the class.

9. How do I disclose my disability to my professors and ask them for accommodations?

The OSDAS will provide a letter for you to give to your professors. This letter will state that the OSDAS has reviewed the documentation relative to your disability and will list the appropriate accommodations. It does not state any specific disability information, just the accommodation information. When giving this letter to your professor, you should plan to
meet with him/her and discuss what will need to be done to receive these accommodations. You have the option to then disclose information specific to your disability or not, as you may wish. It is your responsibility to initiate this process and to give the letter to your professors, but your confidentiality is protected according to the OSDAS Confidentiality Policy.

10. Does Regis College have a specialized program for students with learning disabilities?

No, Regis does not have a separate supportive program specific to the needs of students with learning disabilities. Regis College does offer a wide range of basic academic support services for students with learning and other disabilities. The OSDAS can provide academic accommodations such as extra time on exams, permission to record lectures, audio textbooks when available and an alternate testing location, among others. The Academic Center for Excellence offers free tutoring for a variety of classes at Regis College as well as Study Skills Workshops. Other support services such as Academic Advising, career advice and counseling through the Career Center, and personal counseling through the Counseling Center, are also available to all students.

11. Due to the nature of my disability, I feel that I will need some housing accommodation. What is the process for receiving accommodation?

You must make a written request to the OSDAS, complete a Housing Accommodation form and then have the appropriate licensed professional provide specific information confirming your disability and the need for housing accommodation. If you do not have a licensed professional that is following you regularly, you will be asked to be evaluated by the Health Services or Counseling Center Staff. The Housing Accommodation Review Team will review your request and render their decision in a timely manner.
# Application for Services

*Please print legibly in ink or attach a typed version*

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| **ARE YOU A CLIENT OF MRC, MCDHH, MCB, DMH OR OTHER STATE AFFILIATED AGENCY?** | |
| **ARE YOU A CLIENT OF VETERAN’S AFFAIRS REHABILITATION?** | |

**PLEASE DESCRIBE YOUR DISABILITY IN YOUR OWN WORDS WITH NOTATION OF ANY FUNCTIONAL ISSUES YOU FEEL DOES IMPACT YOUR ACADEMIC LIFE. PLEASE USE THE BACK OF THIS FORM AND FEEL FREE TO ATTACH ADDITIONAL PAGES AS NEEDED TO DESCRIBE THIS IN YOUR OWN WORDS:**
IF YOU REQUIRE ANY ACCOMMODATIONS ON CAMPUS, THEN YOU MAY BE ASKED TO PROVIDE THE FOLLOWING:

1. THIS APPLICATION
2. THE INTAKE FORM
3. A VERIFICATION OF DISABILITY FORM (COMPLETED BY A PROFESSIONAL)
4. THE NECESSARY DOCUMENTATION, WHICH MAY INCLUDE SPECIFIC VERIFICATION FORMS.

THIS DOCUMENTATION WILL BE USED TO DETERMINE ELIGIBILITY UNDER THE AMERICANS WITH DISABILITIES ACT (ADA).