



Disability Services Office

Basic Procedure to receive Housing Accommodation(s)

1. Complete the Application for Housing Accommodations and Services. This can be picked up at the Disability Services Office or you can email dso@centenaryuniversity.edu to get a copy.
2. Submit the application and any other supporting documentation that verifies functional limitations imposed by the disability(ies) that you identified in the application. If you need additional guidance regarding documentation guidelines, reach out to the Disability Services Office or refer to the Documentation Guidelines posted on the Disability Services Office website <http://www.centenaryuniversity.edu/academics/disability-services/>.
3. The Housing Accommodations Committee will review your application and documentation and a representative from the Disability Services Office will discuss your disability-related accommodation needs with you.
4. DSO will contact you to inform you of the accommodation(s) that have been approved. Notification will be sent to your Centenary email address.

*Note: You must pay your housing deposit and complete necessary paperwork for housing selection with the Office of Residence Life.

Contact information for the Disability Services Office

E-Mail: dso@centenaryuniversity.edu

Phone: 908-852-1400 x2168

Fax: 908-979-4277



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Policies for General Housing Accommodations

Policy for Single Room Housing Requests

Living within a community and sharing space is an accepted part of the college learning experience. Therefore, accommodation requests for a single room will be granted only when this is a necessity based on a student's disability(ies). Students making the request for a single room based on their disability will work through the Disability Services Office (DSO). Students must submit documentation from a licensed professional that supports the need for a single room. The Housing Accommodation Committee, made up of representatives from DSO and Residence Life, with a representative from the Wellness Center, when needed, will review submitted documentation to determine if it is sufficient to support that the typical adjustments to having a roommate are not possible due to the student's disability.

Submission of a housing accommodation request does not guarantee availability of housing. The University strives to find the most appropriate housing for students with accommodation needs. However, due to the limited size of the campus and number of housing options, timely submission of paperwork is essential. Should a student be placed in a single room as an accommodation, the student will be charged the traditional double room occupancy rate. This should be reflected on the student's bill.

A returning student who has been approved for specific housing accommodation(s) is not required to participate in the Housing Selection process, but will need to complete the online Point Tally and online Returner Application for a Single Room and also inform the Disability Services Office of their intent to maintain their current accommodation approximately two weeks



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prior to the housing selection deadline. Upon receipt of the student's response that they plan to continue using their accommodation, the representative from the DSO office will offer the student available times to come in and choose their room with representative from Residence Life and DSO. At this time the student should indicate their building preference. The student's indicated housing preference as well as the student's earned housing points will be considered when offering room placements to the student. Please note that, if a student's preference is a campus apartment building, the student will not be able to select their apartment-mates.

Roommate conflicts are not sufficient cause for the request of a single room. When a roommate conflict is the prevailing concern, the student must first attempt to resolve the conflict through mediation involving Residential Life staff, counseling and other services offered by the University. If there is sufficient documentation to prove that a single is necessary, all other options are completely exhausted and a room is available, the student will be granted the single room as an accommodation but continue to be charged the double occupancy rate.

Exceptions to the General Criteria:

- Any student with a disability who chooses to self-select through the Housing Selection process will pay the full amount of the room they select and forfeit their accommodation for that housing period.

Deadlines:

Incoming Students: Must submit their application and documentation to the Disability Services Office by **June 30th**. Requests will be granted in the order they are received. Therefore early



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submission is strongly recommended to increase the likelihood that the accommodation will be granted. That said, even for late submissions, Centenary University is committed to making every effort to accommodate based on the residential space available on campus at the time of submission.

Current Students: Must inform the Disability Services Office of intent to continue with a single room for the following year, approximately two weeks prior to Housing Selection. An email will be sent to current students detailing a specific response date. The Housing packet sent by Residence Life will also have this information.

Policy for Housing Requests that Require a Specific Type of Residence

An accommodation request for a specific type of residence will be granted only upon necessity based on a student's disability(ies). Students making a disability-related request for a limited share bathroom, access to a kitchen, etc. will work through the Disability Services Office (DSO). Students must submit documentation from a licensed professional that supports the need for this specific type of housing. The Housing Accommodation Committee, made up of representatives from DSO and Residence Life, with a representative from the Wellness Center, when needed, will review submitted documentation to determine if it is sufficient to support that the typical adjustments to traditional housing are not possible due to the student's disability.

Submission of a housing accommodation request does not guarantee availability of housing. The University strives to find the most appropriate housing for students with accommodation needs. However, due to the limited size of the campus and number of housing options timely



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submission of paperwork is essential. Should a student be placed in a specific location or room as an accommodation, the student will be charged the traditional double room occupancy rate. This should be reflected on the student's bill.

A returning student who has been approved for specific housing accommodation(s) is not required to participate in the Housing Selection process, but will need to complete the online Point Tally and online Returner Application for a Single Room and also inform the Disability Services Office of their intent to maintain their current accommodation approximately two weeks prior to the housing selection deadline. Upon receipt of the student's response that they plan to continue using their accommodation, the representative from the DSO office will offer the student available times to come in and choose their room with representative from Residence Life and DSO. At this time the student should indicate their building preference. The student's indicated housing preference as well as the student's earned housing points will be considered when offering room placements to the student. Please note that, if a student's preference is a campus apartment building, the student will not be able to select their apartment-mates.

Exceptions to the General Criteria:

- Any student with a disability who chooses to self-select through the Housing Selection process will pay the full amount of the room they select and forfeit their accommodation for that housing period.
- If the accommodation need can be met in any building on campus (for example, a first floor room) then the student will be charged for the location that the student has selected.



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Deadlines:

Incoming Students: Must submit their application and documentation to the Disability Services Office by **June 30th**. Requests will be granted in the order they are received. Therefore early submission is strongly recommended to increase the likelihood that an accommodation will be granted. That said, even for late submissions, Centenary University is committed to making every effort to accommodate based on the residential space available on campus at the time of submission.

Current Students: Must inform the Disability Services Office of their intent to continue with your special location request for the following year, approximately two weeks prior to Housing Selection. An email will be sent out to current students detailing a specific response date. The Housing packet sent by Residence Life will also have this information.

Policy for Air Conditioning

An accommodation request for an air conditioner will be granted only when this is a necessity based upon a student's disability(ies). Students making the request for an air conditioner based on their disability will work through the Disability Services Office (DSO). Students must submit documentation from a licensed professional that supports the need for air conditioning. The Housing Accommodation Committee, made up of representatives from DSO and Residence Life, with a representative from the Wellness Center, when needed, will review submitted documentation to determine if it is sufficient to support the need for this accommodation. Submission of a request does not guarantee that it will be granted. The



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University strives to find the most appropriate housing for students with accommodation needs but due to the limited number of available air conditioner units and spaces on campus with central air conditioning, timely submission of paperwork is essential.

Air conditioning units will be provided by the University to students with an approved accommodation of air conditioning. Therefore there is no need for students to bring a unit at move in.

Deadlines:

Incoming Students: Must submit their application and documentation to the Disability Services Office by **June 30th**. Requests will be granted in the order they are received. Therefore early submission is strongly recommended to increase the likelihood that an accommodation will be granted. That said, even for late submissions, Centenary University is committed to making every effort to accommodation based on the availability of housing with the electrical abilities to install air conditioning units and housing with central air conditioning.

Current Students: Once a student has completed the Housing Selection process, the student must inform Disability Services of their housing placement. If the student has been placed in middle campus, an air conditioning unit will be installed in the student's room prior to their return for the fall semester. If the student is placed in the apartments then the student will not need an air conditioning unit since the apartments have central air conditioning. Please inform the Disability Services Office of this prior to May 15th.



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Other Requests

Any accommodation request will be granted only when this is a necessity based on a student's disability(ies). Students making a request based on their disability will work through the Disability Services Office (DSO).

- If a student's request requires an installation, the procedure will follow that of the air conditioner request.
- For information regarding Service and Assistance Animals please see the policies posted in the Disability Services Handbook or request a copy from the Disability Services Office.
- For anything not covered, contact the Disability Services office for more information.

Deadlines:

Incoming Students: Must submit their application and documentation to the Disability Services Office by **June 30th**. Requests will be granted in the order they are received. Therefore early submission is strongly recommended to increase the likelihood that an accommodation will be granted. That said, even for late submissions, Centenary University is committed to making every effort to accommodate based on availability.

Current Students: Follow the deadlines for the most similar request above or contact the Disability Services Office for more information. Please note that the Disability Services Office does send reminder emails when students need to confirm accommodation requests, so it is important that students regularly check their email.