

CHECKLIST FOR FALL 2008 INCOMING STUDENTS

Congratulations on your admission to Ithaca College. If you would like to identify as a student with a disability and are in need of accommodations, please complete all of the steps on the following checklist.

_____ Fill out a Disability Identification Form ASAP. E-mail as an attachment to Catherine Howe at chowe@ithaca.edu or fax, deliver or mail to ACSSD.

_____ If applicable, please complete a Special Housing Request Application. Submit the application and documentation (which must specifically support the housing request) directly to ACSSD. The application and supporting documentation must be approved by our office first and will then be forwarded to the Office of Residential Life.

_____ Provide documentation of your disability to the Office of Academic Support Services for Students with Disabilities a minimum of two weeks (a month prior would be better) before your scheduled orientation session. (Documentation guidelines are available on our website.)

_____ Contact Dan Williams at dwilliams@ithaca.edu for questions regarding adaptive technology such as audio books, materials in alternate format, etc. Specific information is outlined on our website.

_____ Stop by the office during orientation to sign a release form. If you would like to meet/talk with the Director, please phone 607-274-1257 in advance to set up an appointment (available appointment times fill quickly).

_____ When you arrive on campus in August, immediately phone ACSSD to make an appointment to set up Fall 2008 accommodation plans.