

UNIVERSITY OF MISSOURI-ST. LOUIS

Disability Access Services (DAS)

Intake and Registration Policy and Procedure

Disability Access Services identifies accommodations and other considerations for students with a verified documented disability. In order to be recognized for these accommodations and other considerations, a student must self-identify to the Disability Access Services office, and follow the procedure for registration.

Registering with Disability Access Services

For New Students:

- The student must complete a Disability Access Services application and DAS Registration Form.
- The student must arrange for documentation of disability to be provided to DAS to verify the identified disability/disabilities. Verification forms are available through the DAS office, and DAS staff can assist a student in obtaining the appropriate documentation with written consent from the student.
 - Documentation of Disability – documentation of disability is written certification that a disability exists and to what extent it affects an individual in critical life areas. Documentation of disability substantiates the need for accommodations in the classroom.
 - Documentation of Disability MUST be signed by a qualified professional, and be sent on professional letterhead.
 - **DAS reserves the right to refuse documentation that is hand delivered by an individual, is not signed, or is deemed questionable by the DAS employee. Further documentation will be requested at that time to verify the disability.**
- The student must complete an interview intake with a DAS representative to discuss the student's needs for the classroom, and identify necessary supports for academic growth.

Once the aforementioned process takes place, then the student's registration is considered complete and will receive a DAS Faculty Notification Memo.

For Returning Students:

- Students who have completed the initial registration process, will complete a short registration each semester in order to activate his/her accommodations for the given semester
- The student will complete a new registration form
- The student will meet with a DAS staff member to pick up his/her DAS Faculty Notification Memo.