Student Reference

Using Accessible Information Management (AIM)

REQUESTING SERVICES

JSU™

JACKSONVILLE STATE UNIVERSITY

Office of Disability Resources
2nd Floor Houston Cole Library
P: 256-782-8380
E: disabilityresources@jsu.edu
O: www.jsu.edu/disabilityresources

the FRIENDLIEST CAMPUS *in the* SOUTH

In this review...

- How to request academic accommodations.

- How to request housing or meal accommodations.

Note: What you see in this portal may differ slightly from what is shown due to what access level you have been granted.

Accessing Your Request Form

Website: Visit the Disability Resources website at www.jsu.edu/disabilityresources

Request Accommodations: Locate the two accommodation requests buttons. Select the one that is appropriate for your situation and request. The choices are Academic Accommodations and Housing / Meal Accommodations.

JSU > Student Success > Disability Resources

Disability Resources

Student Success

Disability Resources

Request an Interpreter/Captionist

Current Students

Future Students & Family

Faculty-Staff

Military Connected Students

Student Groups through Disability Resources

Meet Your Team

Report a Barrier

Request a Presentation

STUDENT AIM PORTAL

FACULTY AIM PORTAL

Office of Disability Resources

The Office of Disability Resources

The Office of Disability Resources is committed to providing services that facilitate the academic and personal goals of the students we serve. Students with documented disabilities are entitled to reasonable and appropriate academic accommodation in accordance with federal laws including Section 504 of the 1973 Rehabilitation Act and the 1990 Americans with Disabilities Act. We are committed to equal opportunity for persons with disabilities without regard to disability.

Our Mission

The mission of Disability Resources (DR) is to ensure equal learning and opportunities for students, faculty, staff, and guests with disabilities by increasing the capacity of Jacksonville State University to eliminate physical, programmatic, policy, informational, and attitudinal barriers. We work to ensure access under federal and state statutes to university courses, programs, facilities, services, and activities by providing or arranging reasonable accommodations, academic adjustments, auxiliary aids and services, training, consultation, and technical assistance.

REQUEST ACADEMIC ACCOMMODATIONS

REQUEST HOUSING/MEAL ACCOMMODATIONS

Current Students

Future Students and Family

Faculty and Staff

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Completing Your Request Form

Two Step Process: The first step is filling out the application on this page. The second step is to upload your documentation, if you have that available.

Welcome Statement: At the top of the applications are brief welcome statements that contain important information and reminders about the application process. Please review this before proceeding.

Complete the Form: Fill in each box or select the most appropriate choices for each of the questions. Please answer the questions to fullest extent possible. Those items with a red * are required. Your application will not submit without those being answered.

ONLINE STUDENT APPLICATION

2 Easy Steps to Register ➡ Step 1: Fill in Application ➡ Step 2: Submit Documentation

Welcome to the Office of Disability Resources (DR) online application.

This application is for students who are seeking **academic accommodations**. If you are seeking housing or meal plan accommodations, please complete the Housing and Meal Plan Accommodation Application form. Please complete the form below in it's entirety. In collaboration with students, faculty, and staff, our Specialists coordinate accommodations and support to ensure equal access to an education at JSU.

This application must be completed by the student requesting services. You will need your JSU email address and Student ID number to register.

Please know that the information you provide will be kept private in accordance with the Family Education Rights & Privacy Act (FERPA). If you have not already reviewed the steps in the registration process, please visit our website for additional information.

Personal Information

Start Term *: [2023 - Summer ∨]
Note: Select when you would like to start your services.

First Name *: [_____]

Last Name *: [_____]

Middle Name: [_____]

Optional: Preferred Name: [_____]

Student ID *: [_____]
Hint: Enter 9 alpha numeric characters.

Birth Date: [_____]
Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

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Submitting Your Request Form

Additional Note or Comment

Acknowledgement: Please read the acknowledgement statements before submitting your application.

By clicking the submit button below, I affirm that I am the student listed in the application above and have completed this application truthfully. I affirm I have read and understand the confidentiality statement and stated policies and procedures herein.

I am responsible for submitting documentation to verify the presence of a disability and request services each semester. I understand that Disability Resources will communicate my accommodations to the appropriate faculty and staff when I request accommodations. I understand that program requirements will not be altered and standards will not be lowered; and reasonable accommodations are not retroactive and are effective from the date that the accommodations plan is presented to the appropriate university personnel.

I understand the following grievance process: If I have a concern about my reasonable accommodations or the status of my application, I may contact Dr. Sean Creech, Director of Disability Resources, at sccreech@jsu.edu or (256) 782-5264. Dr. Creech's Office is located on the 2nd floor of the Houston Cole Library. Additional information regarding complains and grievances can be found on the Disability Resources webpage at www.jsu.edu/disabilityresources.

Submit Your Application: When you are satisfied with your application, click Submit Application.

Submit Application

Questions?: If you have any questions about the application or the accommodation process, please reach out to Disability Resources at disabilityresources@jsu.edu or by calling 256-782-8380

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Submitting Your Documentation

Confirmation: A confirmation that your application was successfully submitted will appear at the top of the page.

Upload Documentation: If you already have documentation that is ready to be submitted, type the name of what you are wishing to upload (e.g., Medical Documentation, IEP, etc.) into the File Title Box. Then select the file you wish to upload using the "Choose File" button. Once you have selected your file click the button that says "Upload Documentation".

Upload Later: If you do not have the documentation with you in an electronic format or wish to submit it at a later date, click the "Upload Documentation Later" button.

Confirmation: You will receive a confirmation email after you application is received and again after any documentation you submit is received.

SUBMITTING DOCUMENTATION

APPLICATION SUBMITTED

You've successfully submitted your request. If you do not receive an email confirmation, please first check your junk/spam folder and then contact our office.

Please review the documentation requirements on the Disability Resources website. If you have any questions please email us at disabilityresrouces@jsu.edu or call us at 256-782-8380.

UPLOAD INSTRUCTION
- If you are scanning your document, scan at **150 - 300 dpi** for resolution.
- Upload one file at a time and the maximum allowable file size is **20 MB** per upload.
- View: **Acceptable File Types**.

File Information

File Title *: [   ]

Select File: [Choose File] No file chosen

[Upload Documentation] [Upload Documentation Later]

Need assistance?

Any of your Disability Resource team members are happy to help get you going.

Office of Disability Resources

- Visit us on the 2nd Floor Houston Cole Library

- Call us by phone at 256-782-8380

- Email us at disabilityresources@jsu.edu

- Visit us online via www.jsu.edu/disabilityresources

We are also available for your unit meetings or provide one-on-one assistance.

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