

RADFORD UNIVERSITY

Center for Accessibility Services

Becoming a Registered Student

To become a registered student with the Center for Accessibility Services (CAS), follow these steps:

1. Complete the Student Registration Form and submit documentation from your medical professional no later than:
 - April 15 if requesting Summer, Maymester, or Augustmester medical housing, classroom, and testing accommodations
 - June 30 if requesting medical housing accommodations for the upcoming academic year due to a medical/physical condition or qualifying disability
 - July 31 for Fall semester classroom and testing accommodations
 - December 15 for Spring semester classroom and testing accommodations
 - Last day of fall final exams if requesting Wintermester accommodations
2. New students attend QUEST** (see below).
3. Complete your interview with your Disability Services Specialist (DSS) prior to the first day of classes, or as soon as possible, if classes have begun (i.e. Skype, face time, phone, or in-person interview).

NOTE: Once documentation is received and your interview is complete, allow ten (10) business days to process your package.

4. Complete a Request for Accommodations Form and submit it to the CAS.
5. Pick-up your accommodation packet once you have been notified.
6. Meet with each of your professors/instructors during their office hours to discuss your accommodation packet and to obtain the necessary signatures.
7. Return the white copies of your Academic Accommodations Contracts and any other forms to the CAS within five business days.
8. Submit a Request for Accommodations Form **EVERY** subsequent semester immediately after registering for classes.
9. Schedule a follow-up appointment with your DSS if you are not receiving an accommodation or if you need additional support.

**If you are a new student or transfer student to Radford University, QUEST is our campus orientation. During your visit to campus is an excellent time to schedule a meeting with a DSS.

During your interview with your DSS, discuss any challenges you face in the classroom or around campus. This is a collaborative effort between you and your DSS to see that reasonable accommodations are implemented and subsequently applied.

The DSS may request additional documentation to qualify you for a requested accommodation. You may also be asked for a letter of impact or be provided with information on where and how to obtain assessments.

Submit Documentation to the CAS by:

1. Hand delivery to the CAS in Suite 327, Third Floor, Russell Hall
2. Fax to (540) 831-6525
3. Scan and attach in an email to CAS@radford.edu
4. Mail a copy to: Center for Accessibility Services, PO Box 6902, Radford, Virginia 24142