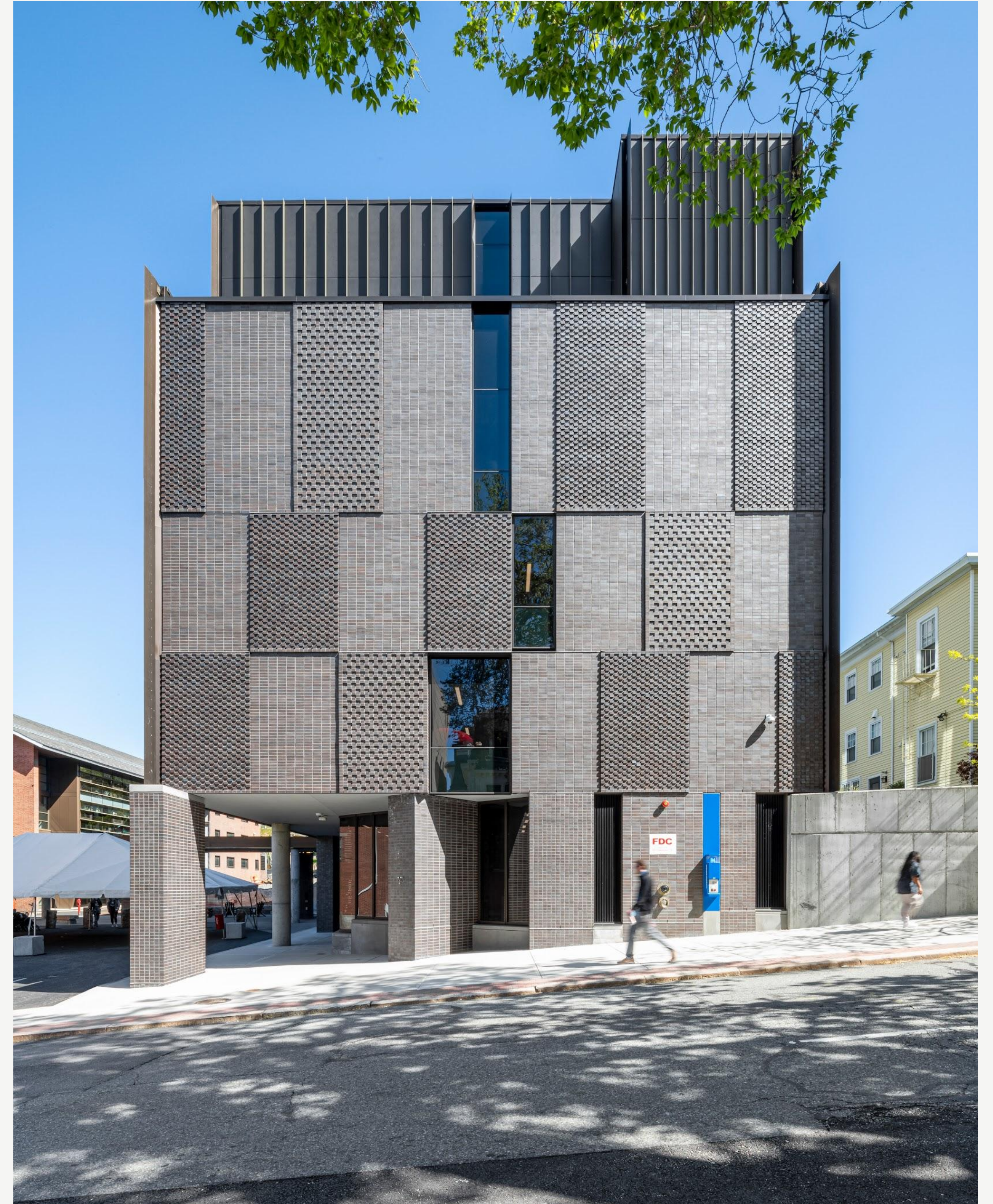


Singles, AC, & Cats, Oh My!

MANAGING HOUSING ACCOMMODATIONS

Overview

- About RISD
- Building relationships with approving offices
- Supporting students receiving accommodations
- Exploring housing operations strategies for implementation



About RISD

- Founded in 1877 by Helen Metcalf
- 44 full-time bachelor's & master's degree programs
 - UG students declare for their 2nd year
- 2,620 enrolled students from 59 countries
- 16 Residence halls, 1466 beds
- Housing guaranteed for first two years, available in following years
- Residence halls are outfitted with workrooms to support students in their craft
- Utilize StarRez housing management platform
- 122 approved accommodations for 25-26 AY



You're Approved for What?

- **Common accommodations at RISD**

- Singles
- Fully private vs single in shared space
- Air Conditioning
- Emotional Support Animals (ESAs)
- Proximity to amenities
- Bathrooms, dining halls, studio spaces, etc.
- Private bathrooms & kitchens
- Carpet

- **Legal and institutional obligations**

- Types of ESAs
- Inability to offer immediately after a preferred deadline

Who's Approving These Things?

- Disability Support Services
- Equity & Compliance
- Others?

At RISD, accommodations recently moved from being managed in Residence Life by a committee to being housed within each of these departments.

Remember: Our role is implementation, not approval (woof)

Building Strong Partnerships

- **Regular meetings or check-ins**
 - The magic of a gchat!
- **Shared tracking systems or forms**
 - We love an easy-to-understand spreadsheet
- **Transparent processes for when Residence Life can't fully meet the request**
 - What can DSS or E&C do to help support the student?
- **Creating cohesive guides on what housing types are available**

Receiving & Interpreting Accommodation Letters

- **Typical language used**
 - Term of approved accommodation
 - What the accommodation is
 - Contacting DSS (for example)
- **Approval letter vs notification email**
- **Clarifying vague requests**
- **Clear timeline of response from Residence Life**

Approval of Services

Student Name: [REDACTED]

Student ID [REDACTED]

The student listed above has registered with the office of Disability Support Services for the **2025-2026 academic year**, and provided documentation of a disability that supports the following accommodations under the Americans with Disabilities Act.

Accommodations:

HOUSING

Housing/Private Restroom

Private Restroom within living space.
Fall 2025

Housing/Single Room

Single Room
Fall 2025

- Accommodation Letters are effective for one academic year.
- Accommodations are not retroactive.

Disability Support Services and Student Life Staff assist faculty and staff in providing reasonable accommodations for students. Please call Disability Support Services at 401-709-8460 or email disabilitysupportservices@risd.edu. If you have any questions about these accommodations or if you would like some additional information about our support of students with disabilities. Additional information can be found at <https://students.risd.edu/academic-support/disability-support-services>

Disability Support Services, Carr Haus 206 & 207, disabilitysupportservices@risd.edu, 401-709-8465

Matching Accommodations to Inventory

- **Before Room Selection**

- Early notification to students that process is available
- Setting a priority deadline for submissions
- Placement vs selection
 - New at RISD: Self-selection when able!

- **After Room Selection**

- Limitations
 - Waitlists
 - Were there any common types of rooms held through selection?
 - Alternative offers
- Prioritization plan

Communicating with Students



- **What does Residence Life share?**
 - Next steps within the process
 - New room assignment
 - Waitlist notification
 - Confirmation of approved accommodation
 - Room assignment offer if they're on the waitlist
- **What doesn't Residence Life share?**
 - Comparisons to other students
 - Opinions on their approved accommodation

Pro Tips & Practical Takeaways

- **Build a cheat sheet of housing types and amenities**
 - Where does AC exist?
 - What meal allotment does each room have?
 - What's the kitchen situation?
- **Create and utilize templates**
 - Get ready for room selection
 - Accommodation housing confirmation
 - Waitlist notification
 - ESA approved notification
 - Include an animal care agreement!
- **Partner early & be willing to request changes!**

Always Learning & Growing

- Balancing equity and availability
- Managing student expectations
- Building new processes while retaining consistency
- Creating shared ownership between departments
- Updating language



Questions?

Thank you

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