



DISABILITY SERVICES
OFFICE OF STUDENT AND COMMUNITY LIFE
INSTRUCTIONS FOR REGISTRATION

1325 N. College Avenue, Claremont, CA. 91711 • Ph. (909) 447-2590 • Fax (909) 447-6378

*Please submit completed forms and attachments to
The Office of Student and Community Life/Disability Services*

Claremont School of Theology is committed to providing educational opportunities and access to persons with disabilities in accordance with the Americans with Disabilities Act (ADA) of 1990, the Rehabilitation Act of 1973 (Section 504), and applicable local, state and federal anti-discrimination laws.

Requests for reasonable accommodations will be considered on an individual basis. Applicants with documented disabilities are encouraged to contact the Associate Dean of Students, as early as possible, in order to alert the institution about disabilities for which they may want to request accommodations.

Please follow the instructions below for completing Disability Services Registration process:

- Complete all the attached forms, including self-disclosure statement and consent to release information.
- Obtain a letter from your medical provider or licensed professional, along with any supporting documentation that includes the following:
 1. The credentials of the evaluator(s).
 2. A diagnostic statement identifying the Disability
 3. A description of the diagnostic methodology used.
 4. A description of the current functional limitations.
 5. A description of the expected progression or stability of the disability.
 6. A description of current and past accommodations, if applicable.
 7. Recommendations for accommodation, adaptive devices, assistive services, compensatory strategies, and/or collateral support services.

(Taken from "Seven Essential Elements of Quality Documentation," developed by AHEAD, the Association of Higher Education and Disability: <http://www.ahead.org/resources/best-practices-resources/elements>)

- Schedule an appointment and meet with the Disability Services Officer, Lea Appleton, by contacting (909) 447-2590 or lappleton@cst.edu before accommodation can be provided.
- Provide your class enrollment information, full name of your professor, class title and course number to Disability Services Officer Lea Appleton at lappleton@cst.edu, prior to the start of each semester.