

Dear Student:

Welcome to Union County College. If you are a student with a disability and are interested in receiving accommodations and support services through the Disability Services office you are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students must come in person to the Office of Disability Services to begin the accommodations process.

Depending upon the disability, documentation should include:

**Physical or Sensory Disabilities:**

Physician diagnosis and report, preferably including accommodations.  
Please include how condition impacts learning.

**Learning Disabilities:**

Educational Evaluation (usually less than three years old), with the specific diagnosis by a licensed psychologist or a learning consultant, including test scores (standard scores or percentiles), and preferably including accommodations.

**AND**

Psychological Evaluation (usually less than three years old), with the specific diagnosis by a licensed psychologist or a learning consultant, including test scores, and preferably including accommodations.

**Psychiatric/Psychological Disabilities: (including ADD/ADHD):**

Current documentation (usually less than one year old), an official report from a licensed psychiatrist, licensed psychologist, licensed social worker, or licensed mental health provider to include:

- specific diagnosis
- description of current symptoms
- summary of comprehensive assessment
- history of symptoms
- validation of need for services related to the functional impact of the disability
- current treatment and medication, including any side effects
- request for specific recommendations, including suggested academic accommodations justified by the link to functional limitation in the academic environment.

**\*Note:** Individual Educational Plans (IEPs), 504 Plan, or documentation of past accommodations may only be used to determine appropriate accommodations and only if they contain the above information specific to the disability.

If you are interested in requesting our services, please be sure to submit all required documentation quickly. Accommodations need to be filed and authorized prior to the start of each semester.

If you have any questions or concerns, please contact me at (908) 709-7164. I look forward to working with you. Good luck in your academic endeavors.

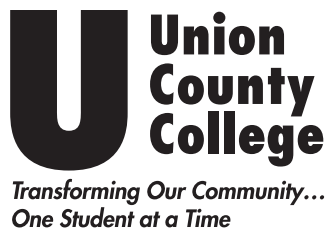
Sincerely,  
The Disability Services Office

Please send all documents to:

**Karen Cimorelli**  
**Coordinator of Services for Students with Disabilities**  
**Union County College**  
**1033 Springfield Avenue**  
**Cranford, NJ 07016**  
**Karen.cimorelli@ucc.edu**  
**Fax: (908) 497-4258**

Please submit this form with your documentation:

Name _____			
Last Name	First Name	Middle Initial	
Street Address _____			
City	State	Zip	
Telephone # _____			
Student ID #	Program of Study	Campus	
Semester of Admittance: Fall _____ Spring _____ Summer I _____ Summer II _____			



Union County College does not discriminate and prohibits discrimination, as required by state and/or federal law, in all programs and activities, including employment and access to its career and technical programs.