

## *Frequently Asked Questions*

### *I want to underload, what should I do?*

Underloading (taking fewer classes than normal) is an option. Contact the Assistant Dean for Students with Disabilities about how you plan to underload and how to discuss it with your academic dean.

### *I need special accommodations for housing, what should I do?*

Contact the Assistant Dean for Students with Disabilities or consult the placement advisors in the Office of Residential Life. Please note that last minute requests are difficult to meet, so it is very important to identify your needs well ahead of time. Appropriate documentation, such as a letter from your physician, is required for special housing accommodations.

### *Do students with disabilities automatically get four years of housing?*

Boston College does not guarantee four years of housing. With the appropriate medical documentation in place, however, you can appeal for a fourth year of housing. The appeal form is located on the [Agora Portal](#) under "My ResLife."

### *I need to find accessible off-campus housing. How do I do that?*

The Office of Residential Life staff can talk with you about your specific needs. Contact the Office of Residential Life at 617-552-3060.

### *What if I am unable to get across campus because of snow removal issues?*

If the situation is not immediate, file a work order at [www.bc.edu/workorder](http://www.bc.edu/workorder) through the Agora Portal. If the situation is urgent, call the Work Order Center at 617-552-3048. If it is outside business hours and no one answers the phone, call the Boston College Police Department non-emergency number, 617-552-4440, and tell them your location and the issue.

## *Contact Information*

Paulette Durrett, MSW, LCSW  
Assistant Dean for Students with Disabilities  
Disability Services Office  
Boston College  
Maloney Hall, Suite 212  
140 Commonwealth Avenue  
Chestnut Hill, MA 02467-3859

Phone: 617-552-3470  
TTY: 617-552-2548  
Fax: 617-552-3473

BC STUDENT  
AFFAIRS

BOSTON  
COLLEGE

## Disability Services

OFFICE OF THE DEAN  
OF STUDENTS



## Students with Disabilities are Served by Three Distinct Offices

Students register with the office which best suits their specific needs, so please contact the appropriate office to discuss individual accommodation needs for the academic year.

### Disability Services Office

The Disability Services Office, (617-552-3470), is housed in the Office of the Dean for Student Development, Maloney Hall, Suite 212. This office deals with our students with medical, physical, psychological, and temporary disabilities. This brochure will describe the services offered by the Disability Services Office in 21 Campanella Way, Suite 212.

### Connors Family Learning Center

The Connors Family Learning Center, (617-552-8055), is located in O'Neill library. They provide special services and support for all students with learning disabilities and ADHD and all who teach and/or advise students with learning disabilities.

### Learning Resources for Student Athletes

Learning Resources for Student Athletes, (617-552-8533), serves our Division 1 student athletes who have learning disabilities.



## Transition into College

Unlike high school, college students need to **self-disclose** their disability. **This is a significant and important distinction in the accommodation process for college.**

- ◆ Students often feel that they **do not want** to disclose information about their disability in an effort to not “stand out” or in any way be different from their peers. The reality is, however, that **many students utilize accommodations at Boston College**, and doing so facilitates their academic success.

### Confidentiality

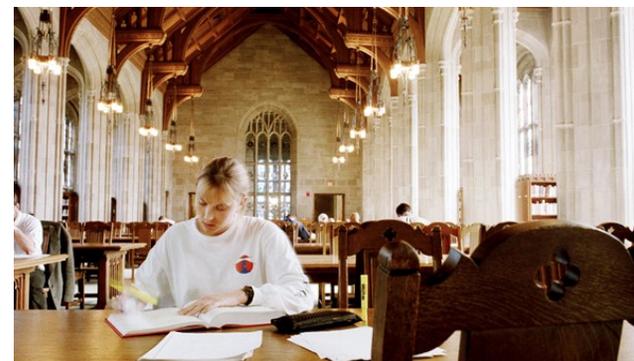
The **information** that students share with the Disability Services Office remains **confidential** with the following exceptions:

- ◆ A student signs a **release of information** which authorizes the sharing of information with professors or other appropriate University personnel.
- ◆ There is a **risk** of imminent harm to self or others.

### Documentation and Registration

When a student **registers** with the Disability Services Office, s/he must provide written **documentation** of a disability from the physician or mental health professional with whom s/he works most closely. The student then meets with the Assistant Dean to customize **reasonable and appropriate accommodations** for his or her particular situation.

- ◆ Whenever possible it is best to register and establish accommodations at the beginning of each academic semester.
- ◆ Documentation and information regarding a student's disability does **not** become part of a student's academic record.



- ◆ If a student encounters medical or psychological difficulty during the course of the semester which warrants accommodations s/he should make an appointment to speak with the Assistant Dean for Students with Disabilities.

Once accommodations are determined, a letter is sent to each of the student's professors indicating the reasonable accommodations for the semester.

- ◆ It is the **student's responsibility** to give **adequate advance notice to both the professor and the Assistant Dean in advance of the requested accommodations** so that there is sufficient time to be able to provide the accommodation.

5. Accommodations might include, but are not limited to:

- ◆ Housing accommodations for specific medical conditions
- ◆ Extended time on tests and exams
- ◆ Distraction-free testing environment
- ◆ Electronic textbooks
- ◆ Assistance with meal planning for food allergies
- ◆ Notetakers
- ◆ Alternate test-taking options