

Procedures for Requesting Housing & Dining Accommodations

Students requiring Housing and/or Dining accommodations based on a medically documented disability may request accommodation through the Office for Disability & Access (ODA). The College has established procedures to ensure that students with disabilities have equal access to Housing & Dining at Oberlin College & Conservatory.

Procedures:

1. Apply to Housing:

Students must first apply for housing through Oberlin's Office of Residence Life (ResLife) website using the following link (Students currently living on campus can skip this step): [Housing Registration Information](#)

2. Apply to ODA:

Once students have applied to ResLife, they must then complete and submit the online [ODA Housing & Dining Application Questionnaire](#) and submit documentation of their disability.

An ODA staff member will review the student's application and documentation. If documentation is sufficient, the student will receive an email with an invitation to schedule a meeting with an ODA staff member. If documentation is insufficient, the student will be notified and advised on next steps.

***Students already registered with the ODA can log in to their ODA student portal via Overview and Select>Additional Accommodation Request Form > Housing Accommodation Request Form.**

Deadlines:

Completed requests* for disability housing accommodations must be submitted to ODA by the following dates:

May 1st for First Year and New Transfer students

March 13th for Continuing/Returning students

Although applications submitted after these dates will be reviewed and considered, Oberlin College cannot guarantee that it will be able to meet housing accommodation requests received after the above deadlines. Housing accommodations are based on availability and the appropriateness of the requested accommodations.

***Completed requests include completing steps 3-5 as outlined in these procedures.**

3. Submit Documentation of Disability: [Documentation Guidelines and Forms.](#)

Students must submit the Housing & Dining Documentation Form completed by a licensed provider. Additionally, if a request is based on a severe allergy, students must submit the Severe Allergy Documentation Form completed by a licensed provider. Documentation must be sufficient to establish a direct link between the disability and the requested housing or dining accommodation(s).

Documentation must be submitted via the ODA student portal or by the following options:

Snail Mail:

Office for Disability & Access
Oberlin College & Conservatory
135 W. Lorain St., Wilder Hall, Room 112
Oberlin, OH 44074

Email: ODA@oberlin.edu

Phone: 440-775-5588

Fax: 440-445-5589

4. Registration Appointment:

Once all requirements have been met, students will receive an email invitation to schedule their registration appointment with their assigned Access Coordinator. This meeting provides students the opportunity to speak in depth about their situation and to explore available accommodations. This appointment can be attended in person, or via a Zoom/phone call.

5. Review of Request:

Applications will be considered through the ODA by the Housing & Dining Accommodation Review Committee (referred to as “The Committee”) after ALL requirements are completed as outlined above. The submitted documentation and the student’s self-reported information are

used to evaluate the request. The Committee considers the student's current symptoms and limitations, the severity of the condition/disability, potential alternative accommodations, and the appropriateness and essential nature of the requested accommodations. The Committee will review the request at The Housing & Dining Accommodation Review Committee Meeting, which occurs weekly, when possible. The student will be notified of The Committee's decision via email within 7 to 10 business days following the meeting.

6. Housing Assignment:

Students who have been approved for housing accommodations will receive a housing assignment from ResLife based on the approved accommodations. Please note that housing assignments are binding for the applicable housing period. After room assignments have been made, students requesting room changes to another location based on a disability-related concern will need to contact ODA to request a new accommodation. **Students requesting a room change to another location for circumstances unrelated to a disability must contact ResLife.** Students do not have to re-apply for approved disability accommodations unless there is a change in requested accommodations, or the accommodations were granted temporarily. If requests for accommodations are approved, ODA will notify ResLife of new accommodations granted, and room changes will be subject to housing availability.