



## Office of Accessibility Services

### Housing Accommodations: Frequently Asked Questions for Students

#### What is a housing accommodation?

A housing accommodation is an alteration to typical housing assignments. Examples of accommodations include assignment to a specific room configuration, assignment to a specific bathroom configuration, or approval to have an emotional support animal in campus housing.

#### Who is responsible for reviewing housing accommodations requests?

The Office of Accessibility Services is responsible for reviewing all housing accommodation requests. Students who have received an approved housing accommodation from OAS are then referred to Office of Residential Life for specific placement. You can reach OAS at [accessibilitysvcs@bryant.edu](mailto:accessibilitysvcs@bryant.edu) or by calling 401-232-6830.

#### If I previously had a housing accommodation do I need to reapply for one every year?

Yes. A housing accommodation is effective for one academic year. Students will need to reapply in the spring for approval for the following academic year. The reapplication process includes the completion of an updated ClockWork registration form and submission of updated provider documentation. This documentation must be a completed "Provider Form for Housing Accommodation". This is the only acceptable documentation. Access to the form will be available in December. Note that summer and Winter housing requests must be submitted separately.



## Who implements the approved housing accommodations?

Residential Life is responsible for assigning students to specific rooms/suites/townhouses. The Office of Accessibility Services simply makes determinations regarding the accessibility of housing to students with disabilities. Approval for a housing accommodation is simply approval of the accommodation. This approval does not guarantee a specific room assignment. Note that depending on when you apply for a housing accommodation or current space limitations, your name may be placed on a waiting list. Students on the waiting list are assigned appropriate rooms as they become available and in the order in which they were approved.

## What is the process for requesting a housing accommodation?

The procedures for requesting all housing accommodations are outlined below. Note: this process **must be followed annually** to renew approval of an already-approved housing accommodation

1. A person requesting a housing accommodation must first register with the Office of Accessibility Services portal, ClockWork. This one-time registration form is accessed through the My.Bryant.edu webpage or by clicking on this link: [One-Time ClockWork Registration](#)
2. The supplementary “Annual Registration for Housing Accommodation” available on the ClockWork portal, must be completed annually. This is accessed through the ClockWork portal main page, Online Forms: [ClockWork Online Forms](#). Select “Annual Registration for Housing Accommodation” and complete the form.
3. During the annual registration process, the person will be given the opportunity to upload the necessary documentation to support the approval of a housing accommodation. Documentation in the form of a completed “Provider Form for Housing Accommodations” must be submitted annually. This is the only form of documentation that is acceptable. Access the Form here: [Provider Form for Housing Accommodation](#). Please note that Bryant University’s Counseling Center and Health Services cannot complete these forms. Documentation must be from a licensed medical provider who is not related to the applicant. Once completed, upload the form to ClockWork by clicking on this link: [Upload Provider Form Here](#)
4. Once all information has been completed and uploaded, the person will make an appointment to meet with a housing specialist from the Office of Accessibility Services to discuss their request. This meeting will happen annually each time the person reapplies for a housing accommodation.



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This scheduling is done through the ClockWork portal by clicking on Book an Appointment with OAS: [Book an Appointment with OAS](#). Please choose “Housing” as the appointment type.

5. To meet the deadlines defined below, it is recommended that students begin the approval process no later than January and schedule their meetings for any time before February 15<sup>th</sup> to give OAS time to process their request prior to the March 1<sup>st</sup> deadline.
6. Students may apply for housing accommodations at any time. However, current University students who complete the review process by March 1<sup>st</sup> will know whether their request was approved before the housing lottery begins. This provides students with the greatest number of choices and reduces the likelihood that they will be placed on a waiting list.

## **What information must my provider documentation include?**

Students and licensed medical providers must complete the formal “Provider Form for Housing Accommodations” (see above link). This form is the only acceptable form of provider documentation for housing accommodations. Please note that students will need a licensed off-campus medical provider who is not a member of the student’s family to provide the medical documentation and complete the Provider Form related to their request. Neither the Bryant Counseling Center nor Bryant Health Services can complete the Provider Form.

## **What is the deadline for requesting a housing accommodation?**

The deadline for current Bryant University students to request housing accommodations is March 1st for the coming school year. Reviews will begin in early January. For incoming Freshmen and Transfer students, the deadline is June 1<sup>st</sup>. It is advisable to begin the process as early as possible.

## **What happens if I miss the deadline for requesting a housing accommodation?**

Students may apply for housing accommodations at any time. However, current University students who complete the review process by March 1<sup>st</sup> will know whether their request was approved before the



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