



Student Affairs
Office of Student Accessibility Services
1453 Mission Street, Room 302
San Francisco, CA 94103
osas@ciis.edu

NOTICE TO INCOMING STUDENTS WITH DISABILITIES

Students with mobility, hearing, visual, communication, functional (e.g.: HIV/AIDS, environmental illness, psychiatric conditions, etc.) and learning disabilities may be eligible for services from the Student Affairs Office – Student Accessibility Services. Services available through the Student Affairs Office are designed to promote and provide equal access to the classroom and campus-related activities.

Students with disabilities may request accommodations by contacting the Student Affairs Office and request a disability services request form as soon as they are admitted to CIIS. Students must provide disability verification, including a description of functional limitations or recommendations for academic adjustments by a certified professional, at the time of registering with the Student Affairs Office. Documentation guidelines are available online at MyCIIS and in the Student Affairs Office. Documentation that is incomplete may result in a delay in service provision.

Students with learning disabilities (LD) will be required to submit a thorough cognitive assessment that is conducted by a qualified examiner. In general, an assessment is considered current up to three years if the student was 18 to 21 years old at the time of testing, and current up to five years if the student was older than 21 when tested. The Student Affairs Office will provide students with CIIS's guidelines for acceptable documentation of a learning disability along with registration materials. Please note that documentation that may have been sufficient to establish eligibility for accommodations at other institutions, such as community colleges, may not be adequate for establishing eligibility for services at CIIS. All students, and especially those with LD, should complete and return registration materials to the Student Affairs office at least four weeks prior to the start of the semester to enable staff adequate time to verify eligibility for services.

Students may be eligible for one or more of these support services. These services include, but are not limited to:

- Admissions assistance
- Limited disabled parking on campus

- Large print and Braille
- Test accommodations
- Priority registration
- Note taking assistance
- Ample street parking with a disability permit

For more information email osas@ciis.edu, or stop by the Student Affairs office, Mission Street Building, room 302, Monday through Friday.