

# Residence Life Office

Student Center 230 315-229-5250

**Due: Wednesday, March 25<sup>th</sup> by 4:00 p.m. to Residence Life Office**

Attach your orange housing card to this application

## Special Housing Accommodation Petition

Name: \_\_\_\_\_ Class Year: \_\_\_\_\_ CMR: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Building & Room #: \_\_\_\_\_ E-mail: \_\_\_\_\_

St. Lawrence is a four-year residential university and the residential experience is an integral piece of the educational process. Living in residence, students gain experience in self-governance, individual and social responsibility, and acceptance of different lifestyles and values. Our residential program seeks to provide an educational environment conducive to the personal growth of each student. In keeping with the residential nature of the institution, we strive to house all students on campus. We realize that some students have needs related to medical conditions, psychological conditions, and learning disabilities that might qualify them for special housing consideration. Please note that we anticipate making a reasonable accommodation within on campus housing for approved special needs requests.

The Office of Residence Life in consultation with Health Services, Counseling Services, and Accommodative Services assigns special needs housing. Special needs housing is decided each year on an individual basis. Accordingly, students needing a special housing accommodation must submit a petition each year. Students may request a specific room type (e.g. single) or location (e.g. first floor, near bathroom). However, students may not request a space within a specific building.

### **Students who feel they have a special need must**

- **Step 1:** Schedule an appointment with the appropriate office on campus (i.e. Health and Counseling, Accommodative Services, etc.).
- **Step 2:** Complete this petition and provide a statement of their request
- **Step 3:** Meet with the appropriate office on campus and provide any additional information requested by that office.
- **Step 4:** Submit petition and statement of request to Residence Life Office by Tuesday, March 24<sup>th</sup>

### **Important Dates:**

Wednesday, March 25<sup>th</sup> – Petition and Statement of Request Due to Office of Residence Life

Tuesday, April 7<sup>th</sup> – Students notified of their petition's status by e-mail.

To receive consideration for the 2009-2010 housing assignments process, all special needs petitions and information from the consulting support service must be received by **Wednesday, March 25<sup>th</sup>**. Students will be notified of their status via e-mail on **Tuesday, April 7<sup>th</sup>**. Assignments for approved late requests are subject to room availability.

### **Step 1: Schedule an Appointment**

Schedule an appointment with the appropriate support service(s).

Reason for Request	Person to Schedule Appointment With	Phone Number
Learning Disability	John Meagher, Director of Academic Services for Students with Special Needs	x5104
Medical/Psychological/Psychiatric Condition	Pat Ellis, Director of Health and Counseling Services	x5392

We highly encourage you to schedule your appointment immediately as appointments may fill quickly, additional information may be required, or more than one appointment may be necessary.

My appointment is scheduled for \_\_\_\_\_ (date).

My appointment is scheduled with (check all that apply)

- Academic Services (Whitman Hall 171)
- Health & Counseling Services (Diana B. Torrey Health & Counseling Center)

**Please Note:** Should a student not accept his/her special needs housing assignment, he/she will lose priority during the remainder of room selection process and will be assigned housing after the rising sophomore class has been housed.

## **Step 2: Complete This Petition and Your Statement of Request**

Provide a clear and complete typed statement of your request. **Be Specific** about your circumstances. How would this request assist your situation? **Fraternity/Sorority Member** – your Chapter/Alumnae advisor and executive board must be contacted as to whether your house can/cannot accommodate your request.

## **Step 3: Meet with Consulting Office**

Take a copy of your statement of request with you to your appointment. After meeting with you and reviewing your case, the consulting office should send an email to Stacie Olney LaPierre at the Residence Life Office ([slapierre@stlawu.edu](mailto:slapierre@stlawu.edu)) providing a recommendation based on your needs.

## **Step 4: Submit Petition and Typed Statement of Request**

Submit this completed petition and a copy of your typed statement of request to the Residence Life Office by **Wednesday, March 25<sup>th</sup>**.

### **Reason for Request:** (Check those that apply for petition)

- I have special needs related to a specific medical/psychological/psychiatric condition.
  - Schedule an appointment to see Pat Ellis, Director of Health & Counseling Services, Diana B. Torrey Health & Counseling Center, x5392.
  - Take a copy of this form and a copy of your statement of request to your appointment.
  
- I have a special needs related to a specific learning disability.
  - Schedule an appointment to see John Meagher, Director of Academic Services for Students with Special Needs, Whitman Hall, x5014
  - Take a copy of this form and a copy of your statement of request to your appointment.

### **Housing Request:** This special request is for.... (check all that apply)

- Single room (please remember that the single room fee of \$575/semester will still apply)
- First Floor
- Near Bathroom
- Other On-Campus Request: (specify) \_\_\_\_\_

### **Release of Information:** (All documentation must be current with respect to its impact upon this request).

I, \_\_\_\_\_, give \_\_\_\_\_ (health and counseling services, academic services, financial aid) permission to contact the Residence Life Office with details of my special housing assignment request and recommendations.

\_\_\_\_\_  
(student signature)

\_\_\_\_\_  
(date)

### **Greek Affiliated Students Only:**

I, \_\_\_\_\_, have spoken with my chapter advisor and house leadership. Attached is a signed note from my Chapter/Alumnae advisor and house president which confirms that my Greek house cannot accommodate my special housing needs.

\_\_\_\_\_  
(student signature)

\_\_\_\_\_  
(date)

**Questions?** E-mail us at [reslife@stlawu.edu](mailto:reslife@stlawu.edu), stop by the Residence Life Office (Student Center 230) or call 315-229-5250.