

The process for living in an Alumni Hall, Flood Hall, King's on the Square or O'Hara Hall handicapped-accessible apartment is as follows:

- The student and their prospective apartment mates will sign up for the College apartment lottery (the process developed by the Office of Residence Life for the lottery).
- At the time a student with a disability signs up for the lottery, the student must make their disability known to the Office of Residence Life, submitting in writing, a need to be assigned to a handicapped-accessible apartment.
- The Disability Services Coordinator must confirm the need for an accommodated housing assignment.
- The student will be placed in an appropriate apartment after consultation with Residence Life.
- All cases are dealt with on an individual basis, as deemed necessary by the documentation and personal interviews.
- If a student is requesting accommodation for a disability or medical condition, the disclosure of such impairment must be made prior to the lottery. Any requests for accommodation after the lottery will be addressed subject to availability. This availability may result in the student being placed on a waiting list. All ADA designated apartments not assigned during the College apartment process in the spring semester lottery process will be held until July 15. After July 15, accommodations will be made on availability of ADA apartments.
- Students with accommodations are charged the same housing fee as other students living in the apartment facility they are assigned. Most bedrooms in College apartment facilities are single rooms; there is no single room supplement fee for students with an approved housing due to a disability accommodation. All apartments are shared with at least two other students depending on the number of bedrooms and configuration.