If you are a student who has been diagnosed with a permanent and/or temporary physical, medical, psychological, or learning disability, please register with our office. Your registration will enable our staff to work effectively with you when you arrive on campus. Please complete the Student Services Self-Identification Form below and return as soon as possible to:

Lincoln University
Marlayne Bailey
Office of Student Services
(484) 365-7290  (484) 365-7971 (fax)
1570 Baltimore Pike, Lincoln Hall, 1st Floor
Lincoln University, PA 19352

Please check one:  _______Undergraduate Student  _______Graduate Student
Please check one:  _______Permanent Disability  _______Temporary Disability (i.e., broken bone, etc.)

Please check one:  _______Blind or Visually Impaired  _______Deaf and/or Hard of Hearing  _______Learning Disability
________Chronic Medical Condition  _______Mobility Impairment  _______Psychological  _______Other

Last Name:_________________________First Name:_________________________
Student I.D. #:_________________________Date of Birth:_________________________
Permanent Street Address:________________________________________________
City:_________________________State:___________Zip Code:_____________________
Permanent Home Phone:_________________________Alternate Phone:_________________________
E-mail Address:________________________________________

After we receive your Student Services Self-Identification Form, we will forward additional registration material to you that will enable us to determine your eligibility for services under the Americans with Disabilities Act and assess your individual needs.

WHAT DO I DO NEXT?

1. **Gather Your Documentation**
   - Formal documentation from a physician or licensed professional in a field appropriate to diagnose your disability is required. IEP’s provided useful information about accommodations but are not considered formal documentation for college.

2. **Make an Appointment with the Coordinator of Student Support Services**
   - Register with the Office of Student Support Services by contacting Marlayne Bailey at (484) 365-7290. Try to schedule your first meeting well in advance of the first day of classes.

3. **Complete Intake and Assessment**
   - Come prepared to be a self advocate. Bring your documentation so the Coordinator can help determine the accommodations and support services you need.
   - Be prepared to complete your Disability Intake Form and to openly discuss your needs. The support services and/or accommodations to be assigned will be determined.
   - You will be issued Confidential Memo of Accommodations to be provided to each of your professors and/or administrative departments.

4. **Visit Your Professors**
   - Your professors must sign your Confidential Memo of Accommodations. They need to know the accommodations you need and how they can help ensure that your learning and accommodations needs are met.
   - The best time to visit them is during their office hours.

5. **Return your signed Confidential Memo of Accommodations**
   - Return your signed Confidential Memo of Accommodations to the Office of Student Support Services.
   - It is necessary for your file to be completed.