



## Self-Identification Form

If you are a student who has been diagnosed with a permanent and/or temporary physical, medical, psychological, or learning disability, please register with the Office of Institutional Equity. Your registration will enable our staff to work effectively with you when you arrive on campus. Please complete the Self-Identification Form below and return to Lincoln University, Office of Institutional Equity, 1570 Baltimore Pike, Wright Hall, 109, 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 \_\_\_\_\_

Lincoln Email \_\_\_\_\_

After the office receives your this form, Institutional Equity 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. For more information and required forms visit [www.lincoln.edu/access](http://www.lincoln.edu/access).

### Next Steps

#### 1. Gather Documentation

- Formal documentation from a physician or licensed professional in a field appropriate to diagnose your disability is required. IEPs provided useful information about accommodations but are not considered formal documentation for college.

#### 2. Make an Appointment with the Coordinator of Disability Support Services

- Register with the Office of Institutional Equity by scheduling appointment with disability resource coordinator at [disabilityservices@lincoln.edu](mailto:disabilityservices@lincoln.edu)
- 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. Inform your professors of your needed accommodations and how they can help ensure that your learning and accommodations needs are met.
- The best time to visit professors is during their office hours.

#### 5. Return your signed Confidential Memo of Accommodations

- Return your signed Confidential Memo of Accommodations to the Office of Institutional Equity.
- Signed copies for your file are necessary for your file to be completed.