



RUTGERS

BIOMEDICAL AND
HEALTH SCIENCES

The Office of Disability Services (ODS)

<https://go.rutgers.edu/ODSRBHS>

Relevant Laws

- Title II of the ADA Amendments Act (ADAAA) of 2008
- Section 504 of the Rehabilitation Act of 1973



Categories of Disabilities:

- Physical
- ADD/ADHD
- Psychological
- Sensory
- Autism Spectrum
- Learning



Purpose of the Office of Disability Services (ODS)

Provide Access through reasonable accommodations such as:

- Academic adjustments
- Auxiliary Aids
- Modification of architectural barriers



Functional Definition of Accessibility

provide students the opportunity to:

Acquire the
same
information

Engage in the
same
interactions

Enjoy the
same services

as students without disabilities, with substantially
equivalent ease of use

Steps to Access Services



Complete registration form



Schedule intake meeting



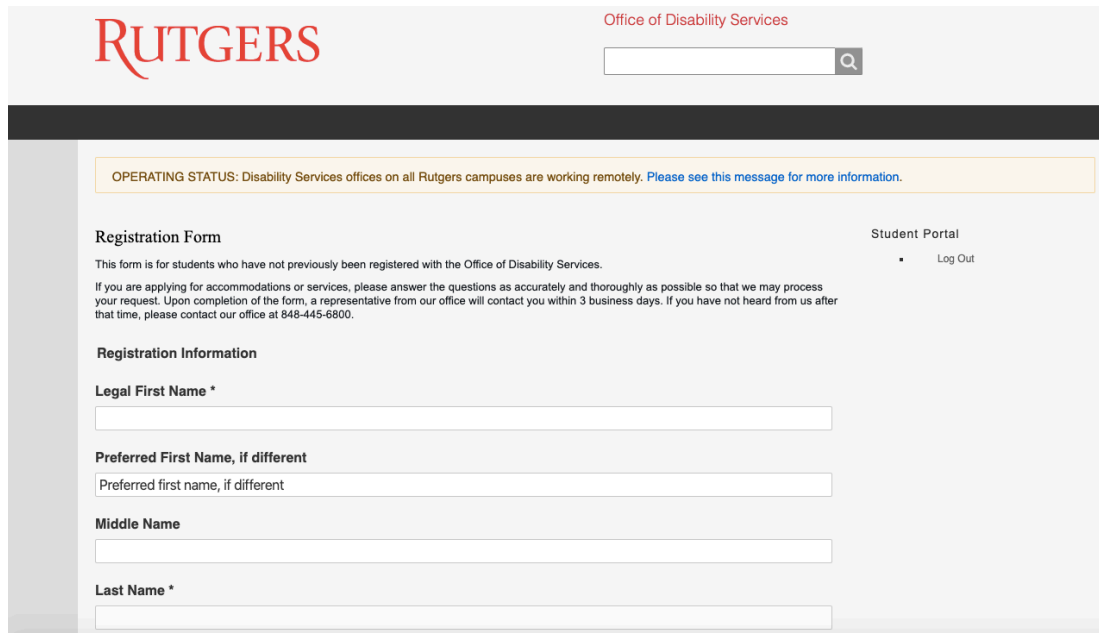
Submit appropriate documentation



ODS reviews accommodations request and notifies student of status

Steps to Access Services: Fill Out Registration Form

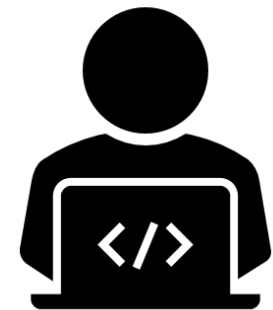
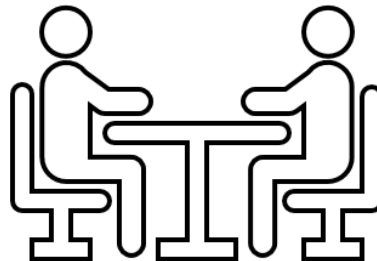
- **Complete and submit** the Registration Form from ods.rutgers.edu. Upon completion of this form, you will receive a confirmation email of your submission.
- *Note:* if you do not receive a confirmation of your registration form within 3 (three) business days, follow up with ODS staff.



The screenshot shows the Rutgers Office of Disability Services website. At the top left is the Rutgers logo. To the right is the text "Office of Disability Services" and a search bar. Below this is a yellow banner with the text: "OPERATING STATUS: Disability Services offices on all Rutgers campuses are working remotely. [Please see this message for more information.](#)". The main content area is titled "Registration Form" and includes a sub-header "Registration Information". Below this are several input fields: "Legal First Name *", "Preferred First Name, if different", "Middle Name", and "Last Name *". On the right side of the form, there are links for "Student Portal" and "Log Out".

Step Two: Schedule an intake meeting

- Upon receipt of the registration form, a representative from ODS will contact you to schedule an intake meeting. This meeting can take place in person, WebEx/Zoom, or by phone.



Step Three: Submit appropriate documentation

On or before your intake meeting, please submit the [appropriate documentation](#) that meets ODS guidelines for your disability, by any of the following methods:

- [Uploading your documentation](#) to <https://ods.rutgers.edu/students/documentation-submission>
- Sending an email to: odsrbhs@ca.rutgers.edu
- Faxing to 973-972-7596
- Bringing the documentation to your appointment



Step Four: Receive Response from ODS

Upon completion of your intake, ODS will then review your documentation as well as the information collected during your interview. You will receive a response in a timely manner with one of the following application statuses:

- Reasonable Accommodations Approved or
- More Information Needed or
- Accommodations Not Approved and Why



Questions? Contact us!



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