

Register with Accessibility Services

Step One: Submit an Application

To register, first complete and submit an [Application for Accommodations](#).

Completed forms may be brought directly to the Office of Accessibility Services located in The Hub (Campus Library, 2nd floor), emailed, faxed, or mailed to:

Dr. Annie Watson: Accessibility Services

Charleston Southern University

9200 University Blvd.

North Charleston, SC 20406

Email: awatson@csuniv.edu

Phone: 843-863-7159

Step Two: Submit Documentation

Students requesting reasonable accommodation and/or services must submit documentation of a disabling condition to verify eligibility. Students are required to submit documentation regarding the diagnosis/diagnoses that demonstrate a disability covered under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA) of 1990 as amended (2008).

Please review our [Documentation Guidelines](#) for additional information. All documentation is kept confidential.

Step Three: Schedule a Meeting

Once the application has been submitted, the student can schedule a meeting to discuss accommodations, procedures, and services. Appointments may be scheduled by emailing Dr. Annie Watson, Director of Disability Services. While documentation is not required to schedule the meeting, we encourage students to submit their documentation as soon as possible. The meeting will last about 30-45 minutes and is conducted between a staff member in Disability Services and the student.

Step Four: Meet with Instructors

After the meeting, students who have been approved for accommodations will be provided with an accommodation letter either via email or in-person, to be given to their instructors each semester. Students must communicate via email or in-person with each instructor to discuss the arrangements for receiving accommodation. Instructors do not have to provide accommodation to students if they have not been informed of the need in a timely manner.