

You have requested New Housing accommodation, a Service Dog, or an Emotional Support Animal. In order for your application to be approved you need to complete the following process for the Accessibilities Service Center.

Thank you for reaching out regarding accommodations at Stetson. We are here to provide you with the necessary information on how to register with our office for accommodations.

**First**, you'll need to complete an [Accommodations Profile](#). After pressing the link, select "New Accommodations", then select "Apply for Accommodations." Now look for the box titled "Application Center" and select "Start Resume/Application".

**Second**, please upload your disability-related documentation via the AIM portal. Acceptable documentation may include an evaluation on letterhead from a physician, specialist, or counselor, as well as previous IEPs and supporting documents, or a 504 Plan. The Accessibility Services Center (ASC) can be reached at [asc@stetson.edu](mailto:asc@stetson.edu) or by phone at (386) 822-7127.

**Third**, once your documentation and profile have been submitted to the ASC, we will schedule a welcome meeting to collaborate on appropriate accommodations to address any barriers to your access. Meetings are scheduled through the "Stetson SSC" software. Below are the steps to check availability and schedule a meeting:

1. Log into [my.stetson.edu](https://my.stetson.edu)
2. Click on "Stetson SSC"
3. In the upper right-hand corner, click the blue button that says, "Get Assistance."
4. On the next screen, under "What type of appointment would you like to schedule?" select "Academic Services" from the first drop-down menu. Then select "Accessibility Meeting" under the "Service" drop-down menu.
5. Select an approximate date you would like to meet, and the system will display all available days and times for that meeting type.
6. If you wish to meet with a specific person, select "View individual availabilities" above the listed times and dates. You can choose Martha von Mering or Heather Holston from the list.
7. Pick a date and time based on the availability provided. Meetings need to be scheduled at least 24 hours in advance.
8. On the "Review Appointment Details and Confirm" screen, you can provide any comments and select if you would like an email and/or a text reminder of the meeting. Once you hit "Schedule," you are all set!

For further questions about the ASC, please visit our [website](#) or feel free to call us at (386) 822-7127.

We look forward to assisting you