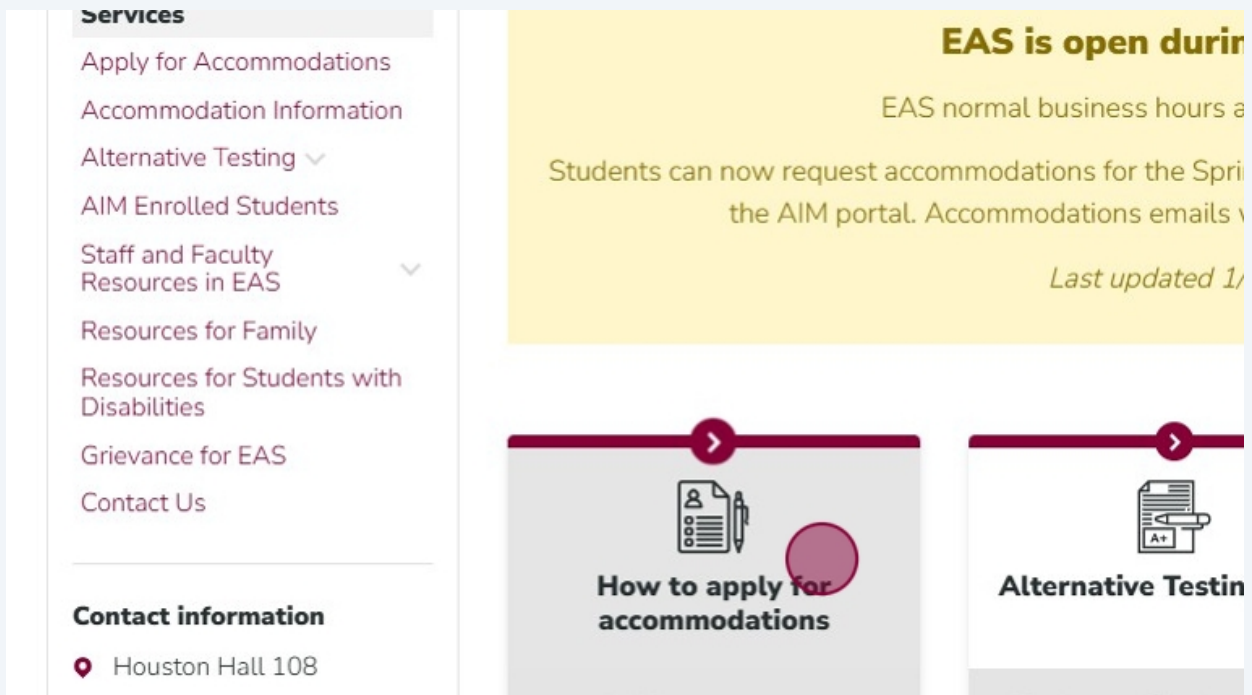# How To Submit An Application For Accommodations

This guide provides the steps for submitting an application for accommodations for students with disabilities or temporary impairments.

Navigating to the application for accommodations

1   Navigate to https://www.coloradomesa.edu/educational-access/index.html

2   Click "How to Apply for Accommodations" from the card at the top of the page, or select "Apply for Accommodations" from the page navigation menu.

Educational Access Services

970-248-1856   eas@coloradomesa.edu   Houston Hall 108

3 Click the application the best fits your needs: Ongoing/Permanent disability needs - "New Student Accommodation Application" or Temporary impairment - "Temporary Accommodation Application"

AIM FOR FACULTY   AIM FOR STUDENTS

1 **New Student Accommodation Application**

CMU students who have a permanent condition such as a learning disability, physical disability, chronic illness or health condition, mental health conditions.

>

2 **Temporary Accommodation Application**

CMU students who have a temporary impairment such as a broken dominant arm or hand, broken leg, concussion, major surgery, severe illness, pregnant/parenting.

>

4 Login using your MAVzone credentials, if prompted.

COLORADO MESA
U N I V E R S I T Y

Log in to your account

Change my password   I forgot my password

If you need help with your password, please contact the CMU IT Help Desk at 970.248.2111

Completing & Submitting the application for accommodations

5   Complete all required fields (marked with red asterisk) of the demographic information on the application.

6 Click "Create Application Draft" - this will save you application to return to later if needed, but you are not done with your application.

☐ CMU Tech Campus   ☐ High School Concurrent   ☐ Vision Blindn

☐ Main Campus   ☐ Montrose Campus

☐ Online

FORM SUBMISSION

Important Note: Responses are **only saved** after selecting the "**Create Application Draft**" button.

CREATE APPLICATION DRAFT >   BACK TO OVERVIEW >

7 Answer the List of Questions, under the Questionnaire tab.

The system will automatically save your changes into a draft **every 30 seconds**.

LIST OF QUESTIONS

Limitations: How does your disability affect your participation in academic work, programs or services? What are some of the barriers you expect to encounter? *

Accommodation History: Please describe any formal or informal modifications, technology, or other supports you have used in the past and whether or not you found success with these supports.

feel these accommodations will support your learning?

Please select the type of documentation you have: *

- ☐ Medical records
- ☐ Evaluation report from k-12 school district (IEP or 504)
- ☐ Neuropsychological report or testing
- ☐ Documentation from another college/university
- ☐ Other (**Additional Comment Required**)

Additional Comment:

How were you referred to Educational Access Services? Please list the name if it was a staff member on campus. *

- ○ Coach
- ○ Professor
- ○ Advisor
- ○ Faculty/Staff
- ○ Admissions
- ○ Residence Life & Housing
- ○ Parent/Guardian
- ○ Student
- ○ Student Wellness Center
- ○ Support Program (TRIO, GOAL, COMPASS, TLC)
- ○ Other

Additional Comment:

Do you have any additional information you would like to share that you feel will help EAS better understand how your disability impacts your education?

○ Yes (**Additional Comment Required**)

○ No

Additional Comment:

FORM SUBMISSION

8 Click "Save and Upload Documentation" once you have answered the questions. If you do not have access to documentation but wish to submit the application, you can also select "Proceed to Final Review"

● NO

Additional Comment:

FORM SUBMISSION

SAVE AND UPLOAD DOCUMENTATION >   PROCEED TO FINAL REVIEW >

9 Create a File Title and upload your supporting documentation under the "Files" tab. You can return to this later or submit documentation to **EAS@coloradomesa.edu** or bring to the EAS office in Houston Hall, room 108. Click "Upload File"

UPLOAD FILE

FILE INFORMATION

File Title * :

Select File * : ⓘ

Choose File | No file chosen

FORM SUBMISSION

Select File * : ⓘ

Choose File | New Student Application Web Page.png

FORM SUBMISSION

Important Note: Documentation is not required to submit this application. If you do not

UPLOAD FILE > | PROCEED TO FINAL REVIEW >

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10 Click "Proceed to Final Review"

Select File * : ⊚

Choose File   No file chosen

FORM SUBMISSION

Important Note: Documentation is not required to submit this application. If you do not have documentation at the moment, pl

UPLOAD FILE ›   PROCEED TO FINAL REVIEW ›

11 Click "Submit Application"

accommodations with CMU staff and faculty who have a legitimate need to know, including the Student of Concern Team. This includes sending accommodation notifications to the students' instructors.

I will complete the **Information Release Consent** form on my AIM portal dashboard and add any individual/agencies that I authorize EAS to share information with from my records.

SUBMIT APPLICATION ›

Return to started or completed Application to modify or upload documents

12 Click "Previous Applications" from the application link landing page (see steps 1-4 above for access instructions)

13 Click "View Application"

Template:
Student Accommodation Application

Status:
2 - Pending Review w/ Documentation

Started On:
Friday, January 10, 2025 at 08:53 AM

VIEW APPLICATION >

Type:
Student Application

About This Template

START NEW APPLICATION >

14 Use the tabs across the top to update information or add files.

ID **700100200** Phone **9701234567** Email

IGN OUT >

OVERVIEW QUESTIONNAIRE FILES MAILBOX

LIST OF QUESTIONS

Limitations: How does your disability affect your participation in academic work, programs or services? What are some of the barriers you expect to encounter? *

This is a sample answer

Accommodation History: Please describe any formal or informal modifications, technology, or other supports you have used in the past and whether or not you found success with these supports.

Not Specified

What services or adjustments are you requesting from CMU? How do you feel these accommodations will support your learning?

Not Specified