

**ENROLLMENT OF COLLEGE STUDENTS WITH DISABILITIES  
FALL 2009**

Institution Name	SEDCODE:
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*THE INFORMATION PROVIDED ON THIS FORM SHOULD CONTAIN DATA FOR ONLY THE INSTITUTION LISTED ABOVE. If multi-campus institutions have questions concerning which branches to include, please contact State Education Department staff at [heds@mail.nysed.gov](mailto:heds@mail.nysed.gov) or phone 518-474-5091.*

- Institutions are expected to submit forms electronically using the Microsoft Access forms available from the ORIS web site at <http://www.highered.nysed.gov/oris/>. Most forms are available both as paper forms and as electronic forms (Microsoft Access) with built in edits. Electronic forms must first be downloaded in order to enter data and then returned by e-mail to [heds@mail.nysed.gov](mailto:heds@mail.nysed.gov). Three forms are only available in paper format (Word, PDF): Current College Catalog (CATALOG), Audited Financial Statement ( F.AUDIT) and Coordinator's Survey (NYSED-SUR1).
- Return completed paper forms by:  
    **Mail:**  
        NYS Education Department  
        Office of Research and Information Systems  
        Room 966 Education Building Annex  
        Albany, NY 12234  
    **Or Fax:** 518-474-1907
- With the exception of the Bundy forms (NYSED-2) do not make a duplicate paper submission of an electronic data submission. Independent institutions participating in the Bundy program must provide a paper copy printed from their electronic submission in order to affix the required notarized signature and seal.
- Retain a copy of the completed form in your files in case there's a need for clarification.
- If you anticipate a delay in returning this form, request an extension in writing by e-mail, fax or mail stating the reason for the delay and the anticipated submission date.
- If you have questions regarding completion of the form, please contact the Office of Research and Information Systems at:  
        E-Mail: [heds@mail.nysed.gov](mailto:heds@mail.nysed.gov)  
        Fax: (518) 474-1907  
        Phone: (518) 474-5091

**IMPORTANT: FOR PAPER SUBMISSIONS PLEASE RETURN THIS COVER PAGE AND ALL PAGES EXCEPT INSTRUCTIONS EVEN IF THEY CONTAIN NO DATA.**



**ENROLLMENT OF COLLEGE STUDENTS WITH DISABILITIES, FALL 2009**

If your institution does not maintain records on all students with disabilities, report those who have identified themselves to your institution as having a disability requiring some special consideration or assistance. If you are reporting based on this functional definition, please check this box.

If this institution does not have any students with disabilities enrolled in Fall 2009, please check here.

**Part A: Counts of Students with Disabilities: Count each student in every category they fit.**

Institution Name:				
Category of Disability	Line No.	Number of Degree-Credit Students (Full-time and Part-time)		
		Type of Enrollment		Total (Sum of columns 1 and 2) (3)
		In Occupationally – Specific Programs (1)	In All Other Programs (2)	
<b>Learning Disabilities</b>	<b>01</b>			
<b>Mobility Impairments</b>				
Wheelchair	02			
Other assistive device	03			
No assistive device	04			
<b>Subtotal (lines 2+3+4)</b>	<b>05</b>			
<b>Visual Impairments</b>				
Legally blind	06			
Other visually impaired	07			
<b>Subtotal (lines 6+7)</b>	<b>08</b>			
<b>Acoustical Impairments</b>				
Legally deaf	09			
Other acoustically impaired	10			
<b>Subtotal (lines 9+10)</b>	<b>11</b>			
<b>Multiple Disabilities***</b>	<b>12</b>			
<b>Other Health Impairments</b>				
Mental health impairment	13			
Speech impairment	14			
Traumatic brain injury	15			
Orthopedic impairment	16			
Alcohol/substance abuse & recovery	17			
Other	18			
<b>Subtotal (sum lines 13 - 18)</b>	<b>19</b>			
<b>UNDUPLICATED TOTAL</b> (Count each student in the total only once)	<b>20</b>			

\*\*\* Count students with multiple disabilities on line 12 **and** in every category that they fit.

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<b>Part B: Your Disabilities Services</b>	
Institution Name:	SEDCODE:

INSTRUCTIONS:

A Web based directory of services routinely available to students and parents will include this information. Please complete this page in language useful to those groups.

21. Disabilities Contacts

TTY (if any) a: \_\_\_\_\_  
 Second TTY b: \_\_\_\_\_  
 Website URL c: \_\_\_\_\_

22. Number of staff who works in your disability services office:

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_

23. Services of Interest to Prospective Students:

Statement to be included in a Directory of Services		
<p><b>All colleges are required by law</b> to provide reasonable accommodations in the form of auxiliary aids and services for students with disabilities. These accommodations may include things such as:</p>		
taped texts	Braille books	assistive listening devices
notetakers	large print materials	videotext displays
interpreters	talking calculators	test accommodations
readers	television enlargers	
<p><b>Each college will determine on a case-by-case and course-by-course basis whether a need exists, based on documentation, and what accommodation is appropriate.</b></p>		

Colleges may also provide other services that are particularly useful for students with disabilities. Please check services of this type currently offered by your college that prospective students may wish to know about:

- Learning Disability Specialist
- Learning Resource Center
- Low Vision Specialist
- Diet Accommodations
- Specialized Gym Equipment
- Transportation on Campus
- Transitional Services from College to Employment
- other, please specify:
- Screening for Learning Disabilities
- Specialist in ADHD
- Tutoring Services
- Assistive Technology
- Student Support Groups
- Internships

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**Part B: Your Disabilities Services (cont.)**

24. Your admissions requirements (for **all** students)

(Check all that apply):

- High school diploma/GED
- Rank in class
- Essay
- Other requirements - Please describe:
- High School diploma/GED or "ability-to-benefit" test
- SAT/ACT scores
- Campus visit
- GRE scores
- Personal interview

25. What reasonable accommodations can you make for students with disabilities in the general admissions process? Please list processes or criteria and how you can adjust them:

26. Campus orientation designed specifically for students with disabilities

(Check all that apply):

- Accessibility tour
- Transition program to orient students to campus life
- Access to community resources to support students with disabilities
- Emergency evacuation training
- Self advocacy training
- Other orientation - Please describe: