What Are Emotional Support Animals?

- An Emotional Support Animal (ESA) is an animal that provides a therapeutic benefit (e.g., emotional support, comfort, companionship) to a person with a mental health or psychiatric disability.

- An ESA is not considered a Service Animal.

- Any domesticated animal may be considered as an ESA (e.g., cats, dogs, mice, rabbits, birds, hedgehogs, rats, minipigs, ferrets, etc.) and they can be any age.

- An ESA must be able to be manageable in public and does not create a nuisance.

How to Bring an ESA to UTC?*

Step 1: Schedule an appointment with the DRC.

Step 2: Get a letter of support for an ESA from a clinically experienced provider (i.e., therapist, psychologist, primary care physician, or psychiatrist).

Step 3: Write a personal narrative

**Step 4: Upload proof that the animal has received a rabies vaccination.

**Step 5: Purchase a city license for the animal through the McKamey Animal Shelter

Step 6: Complete the UTC Guidelines

*Steps can be completed in any order
**Only applicable for cats & dogs

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Step 1

Schedule an appointment with the DRC.

- Visit utc.edu/drc and complete the connection form.
  - This form will ask for documentation, but if that is not something you have to provide right at this moment then please continue to complete the form. Documentation can be provided throughout the process. If you currently have no documentation, please talk with one of our access coordinators in your appointment about options for completing this step (this can include guidance on obtaining documentation).

- Schedule your access appointment with one of our access coordinators or attend our scheduled drop-in hours for an appointment.
  - Monday, Wednesday, Friday from 2-4PM
  - Tuesday & Thursday from 9-11AM

Step 2

- Connect with your provider about writing an emotional support animal letter.

- Approved providers is anyone with clinical experience and a working relationship with the student seeking the documentation.
  - Therapists, Psychiatrists, Psychologists, and Primary Care Physicians are some of the common ones we see.

- In the letter it needs to state 1) diagnosis, and 2) recommend an ESA as a way of minimizing the impacts experienced by the diagnosis.

Step 3

Write a Personal Narrative

- A personal narrative answers two questions

  1. How does your disability/diagnosis impact you daily? What do these impacts look like?

  2. How would having your ESA on UTC's campus minimize those impacts?

Steps 4 & 5

Upload Proof of Rabies Vaccination & Purchase a City License from the McKamey Animal Shelter.

- These steps are only needed if the ESA is a dog or cat.

- Your city license will cost $10 for "fixed" animals and $50 for "in-tact" animals.

- These documents will need to be updated annually upon expiration to maintain your ESA on UTC's campus.

Step 6

Complete the UTC Guidelines

- The forms include:
  - Emotional Support Animal Agreement

  - Emotional Support Animal Registration Form

  - Vet Verification
    - This can be replaced with vet records displaying the animal is in good health.

  - Roommate Acknowledgement Form
    - This is *not an agreement* but rather the individual acknowledging that the student has discussed living with an ESA with their other roommates.

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What's Next?

- Once you have completed steps 1-6 you will notify the DRC (drc@utc.edu) that your profile is ready to be reviewed.

- Approval can take anywhere between one day to a week.

- Once you have been approved you will receive
  - An accommodation letter
  - An official email communicating that you are approved to bring the ESA on UTC's campus.

- Each semester you will receive a new accommodation letter letting you know your accommodation is still active.

- Ensure you keep your rabies vaccination and city license up to date to be able to keep the ESA on campus.

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DRC Info & How to Connect

- Current Location (During UC Renovations)
  - University Center 352 (main administrative office & Mosaic)
  - University Center 317 (DRC Testing Center)

- Contact
  - 423-425-4006
  - drc@utc.edu

- DRC Connect Form
  - https://utc-accommodate.symplicity.com/public_accommodation/

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