

Steps to Receiving Accommodations

1. The student must self-identify with the office of Disability Services by submitting medical documentation and the Request for Accommodations form.

Documentation must include (cannot be handwritten):

- Diagnosis
- The major life activity the diagnosis substantially affects
- Limitations/ recommendations in an academic setting

2. The Director of Disability Services will evaluate the documentation provided by the student and contact them via email detailing the status of their request.
3. Once the student has received the approval letter, it is their responsibility to schedule an intake meeting with the Director to discuss the accommodations recommended and to sign the Student Responsibility/Testing Agreement.
4. After the student has met with the Director and accommodations have been agreed upon, the student must *request accommodation letters to be sent to their professors notifying them of the needs they have for that particular course.

Allow 5-7 business days to complete entire process

*Accommodation letters must be requested by the student at the beginning of each semester.

*Special housing must be requested by the student at the end of each academic year.

*Special parking must be requested by the student at the end of each semester.