



Steps to Obtain Accommodations

Students interested in applying for accommodations will need to self-identify with the Office of Counseling and Student Accessibility Resources. To obtain accommodations the student should follow the three steps listed below:

STEP 1: Obtain appropriate and relevant documentation of disability

- Review the Disability Documentation Guidelines
- Please note that an IEP and/or 504 Plan are **not** sufficient documentation to establish eligibility, but may be included.
- Documentation that is not current but otherwise meets college guidelines may be eligible for one semester of temporary accommodations as student seeks re-evaluation.

STEP 2: Schedule an intake appointment where the Intake Packet is completed

- Student will provide a brief history of their social, cultural and family background and a brief psychosocial assessment will be conducted.
- Student will provide information about the barriers they are experiencing in the classroom.
- Student will request "Reasonable Accommodations"
- Accommodations are not retroactive and will not pertain to prior semesters or work done prior to student's appointment with the office.
- Students will be given information about rights, documentation guidelines, information about destruction of documentation, steps to obtain accommodations, information pamphlet, and information about the difference between high school and college.
- Students will sign an information release at this time
- Accommodations will take **1 week** to process, unless otherwise stated by counselor

STEP 3: Pick-up accommodation packet

- Students will need to make an appointment to pick-up accommodations.
- During the first week of school, student can pick up accommodations by appointment.
- Accommodations will be reviewed and signed by student and counselor. At this time information as to why accommodations were granted or denied will be discussed with the student.
- Copies will be made and the accommodations will be issued to the student. Please note accommodations can be requested and issued at any time during the semester.
- Students must take accommodation memos to instructors for signatures and return the signed forms to the Counseling and Student Accessibility Resources Office. Once returned, the accommodations will become active for the semester.
- Each semester students will need to fill out a renewal of accommodations sheet and provide a copy of schedule. Students will be responsible for stopping by to pick up accommodations. After picking up accommodations they will need to be signed by instructors and returned by the student to our office.