Registering for Services

Accessibility Services is committed to ensuring equal access by fostering an accessible learning environment and provides comprehensive, professional services and programs for students who self-identify with disabilities to ensure equal academic opportunities and participation in College-sponsored programs. Driven by the ADA and Section 504 of the Rehabilitation Act, Accessibility Services implements a robust, structured process to establish disability, understand how disability may impact a student and make informed decisions about accommodations. Ensuring that accommodations provide effective access requires a collaborative, individualized approach that is unique to each student.

Requesting Accommodations

To request accommodations or services for your disability, please follow the steps below:

a) Submit a completed Student Intake Form and any other supporting documentation

Students may submit information and accommodation requests at any time during the semester. However, it may take 2-3 weeks for the information to be reviewed and accommodations to be put in place. For more information about the review process or the type of information to submit please visit Guidelines for Documentation.

Information should be submitted in person, delivered via mail, or faxed.

b) Submitted Information is reviewed

Student information will be reviewed on an individual, case-by-case basis. After the review, Accessibility Services will contact student to set up an appointment to discuss possible accommodations. If you have not heard from Accessibility Services within 3 weeks of submitting information please contact the office to check on the status of your request.

c) Meet with Accessibility Services

The student will meet with an Accessibility Services staff member to discuss policies and procedures as well as possible accommodations and resources available.

*It is the student’s responsibility to make their needs known and to provide the appropriate documentation to support the need for the requested accommodations.*