



Steps for setting up services for incoming students with disabilities

- Once admitted, students are provided with the opportunity to self-identify as a student with a disabling condition by submitting a [Request for Accommodations Form](#). Students who are an English Language Learner may submit a [English Language Learners Test Taking Accommodations Request Form](#)
- Disability Support Services (DSS) sends out a letter to every student, which includes: our brochure, an overview of services, and a packet explaining the required documentation that must be put on file in the DSS office in order for students to receive accommodations (see documentation requirements).
- Upon receiving a student's documentation, a file is set up in DSS. Once DSS sets up a file, a student will meet with the Dean of Student Services to do a formal intake and find out which accommodations fit each individual student. Then, each semester/term, the Dean of Student Services meets with all students with disabilities in order to set up their academic accommodations for the semester/term, as they relate to their particular courses.
- On some occasions, meetings are arranged between students and faculty prior to the start of classes in order to address course expectations and student needs as they relate to their disability (e.g. a student with a hearing impairment who needs to address communication issues with the professor).
- In situations where students have a significant disability that would require special attention in the event of a disaster (i.e. fire), appropriate offices are notified of the student's classroom and residence hall location each semester.
- Students and faculty may meet with the Dean of Student Services as needed throughout the semester/term with any questions or for additional assistance.