

Office of Disability Services Registration Procedures

It is the responsibility of the Office of Disability Services (ODS) to ensure that qualified students with disabilities receive appropriate course accommodations and support services. In order to receive these services, you must register with the ODS—this is a separate procedure from applying for college admission and registering for classes.

Step 1: Complete the ODS Intake Form—on this form you will identify the accommodations you are requesting. At this time, you will be asked to sign a release of information which will allow us to request medical documentation and/or previous school testing and records. **We will request records as a courtesy; it is ultimately your responsibility to follow up and ensure we have appropriate documentation.** Please make sure you provide us with the names, addresses and telephone numbers of your health care provider(s) or school system.

Step 2: We will contact you when we have received the requested documentation. If you do not hear from us in 2-3 weeks, please contact us; we may ask you to follow up with your health care provider so that your documentation will be forwarded to us.

Step 3: If the documentation is current and complete, we will schedule an appointment for you to meet with the ODS Director or Coordinator to discuss your needs, approved accommodations, other services and procedures to obtain these services.

We look forward to working with you!
Please let us know how we can help: 230-3472
Fax: 230-4808