



STUDENTS WITH DISABILITIES

STUDENT CHECK LIST FOR DISABILITY SERVICES

1. ____ Make appointment to meet with Disability Coordinator.
2. ____ Obtain Application for Disability Services form from (web).
3. ____ Submit to Disability Coordinator (1) completed Application for Disability Services Form and (2) medical documentation.
4. ____ Meet with Disability Coordinator to determine eligibility and identify desired accommodations.
5. ____ Disability Coordinator and student identify and agree upon reasonable accommodations.
6. ____ Disability Coordinator completes Faculty Notification of Services Form.
7. ____ The Disability Coordinator will give the completed Faculty Notification of Services Form to the Student.
8. ____ Student will take completed Faculty Notification of Services Form to each instructor to discuss requested accommodations and obtain instructor(s) signature(s).
9. ____ Instructor and student discuss requested reasonable accommodations.
10. ____ Instructor signs Faculty Notification of Services Form and makes a copy for his/her file.
11. ____ Student returns original Faculty Notification of Services Form signed by all faculty to Disability Coordinator.
12. ____ Disability Coordinator keeps signed Application for Disability Services Form, Faculty Notification of Services Form, and medical documentation in the Disability Coordinator's office.
13. ____ A copy of the signed Faculty Notification of Services Form is given to student.
14. ____ The Disability Coordinator will send a copy of the Application for Disability Services Form, medical documentation, and Faculty Notification of Services Form in a sealed envelope to the Registrar's office for inclusion in the student's permanent academic file.
15. ____ Repeat process to receive accommodation services each and every semester enrolled. This should be done as early as possible for the benefit of the student.