Following Students Through Disability Services

1. Self-Identification of Disability Status

- Conversations during campus **Admission Visits** with Prospective Students and Parents
- Phone calls and/or e-mails with **Prospective Students** and Parents
- Notification on **Health Service Forms**/Request to be contacted by Disability Services Coordinator
- **Consultations**/referrals with students who make appointments in the Advising/Counseling Center due to academic or personal difficulties
- **Faculty/administrators** refer students to Disability Services Coordinator, especially when students request accommodations without verification of disability status
- Disability status is brought up during **Academic Probation** revalidation appointments with faculty advisors and/or Advising Center

2. Register for Disability Services

(see also ***Services Handbook for Students with Disabilities***)

Meet and **Consult** about Disabilities

Submit current **Documentation of Disabilities**

Seek **Information** about Disability Services and **Testing** Off Campus to Determine Disabilities

Complete **Registration** and **Consent to Release Information** Forms

Determine **Reasonable Accommodations** and Deliver **Letters of Introduction** to Professors

No Services if No Testing or Documentation

Meet periodically with **Laurie Bickett** for basic counseling and coaching, coping strategies, self-advocacy skills, monitoring of accommodations and academic progress, referrals, etc.

Begin Disability Services and **Reasonable Accommodations** if Tested and Disabilities are **Documented**

3. Reasonable Accommodations

- **Classrooms/Academic** (location, note takers, tutors, alternative testing, books on tape, etc.)
- **Residential Halls** (accessibility, phone strobes, air conditioners, fire alarm flashers, etc.)
- **Dining Services** (changes to meal plans, physical assistance, etc.)
- **Physical Plant** (snow removal, golf carts, campus accessibility, work in Residential Halls, etc.)
- **Safety & Security** (escort service, golf carts, elevator keys, after-hours emergencies, etc.)
- **Registrar's Office** (classroom locations, early registration, part-time enrollment, adjusts due to unforeseen, etc.)
- **Summer Registration** (alternative testing on placement tests, special advising, inform faculty of special needs, physical accommodations, etc.)

4. Campus Referrals/ Other Office Support

- **Writing Center Tutors** (individual assistance with organizing, writing, drafting, revising papers)
- **Counseling Center** (psychological and emotional support, coping strategies, consultations, referrals for further testing, etc.)
- **Departmental Tutors** (individual and group assistance, Q & A, etc.)
- **Study Skills** (presentations and/or individual coaching in Advising Center)
- **Academic Advising** (faculty or Advising Center advice on course load combinations, balanced registration, mid-term grades, course withdrawals, academic probation, academic honors, etc.)
- **Career Center** (career exploration, internships, job placement, advice on accommodations in the workplace, etc.)
- **Health Service** (medication management, emergencies, referrals, etc.)
- **Alcohol and Drug Education** (consultations and referrals, etc.)