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

3. Reasonable Accommodations
- Determine Reasonable Accommodations and Deliver Letters of Introduction to Professors
- 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
- Meet periodically with Laurie Bickett for basic counseling and coaching, coping strategies, self-advocacy skills, monitoring of accommodations and academic progress, referrals, etc.
- 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.)