Procedure 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 on the deposit form sent out by the Office of Admission.
- Once students self-identify, the Admission Office sends Disability Support Services (DSS) a list of all incoming students with disabilities.
- DSS sends out a letter to every student that 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 academic accommodations. (See attached.)
- In addition, students are informed in the letter that they may request DSS services during their orientation sessions to complete their placement exams in our office.
- Upon receipt of a student's documentation, a file is set up in DSS. The Director meets with all students with disabilities at the beginning of each semester in order to set up their academic accommodations for the semester, 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 (e.g., fire) appropriate offices are notified of the student's classroom and residence hall location each semester.
- Students and faculty may meet with the Director of Disability Support Services as needed throughout the semester with any questions or for additional assistance.