Shelton State Community College
Office of Disability Services Accommodation Process

Your first step in requesting services with the ODS will be to meet all requirements for admittance to the college. You will need to take any placement tests necessary and have all required documentation filled out with the admissions office. Once you have been admitted, you will need to meet with an advisor in order to decide what classes you will need for the semester. After registering for your classes, you will need to arrange an appointment with someone in the ODS office before the semester begins. Any current documentation and a picture I.D. should be brought to the meeting.

Initial Meeting with the Office of Disability Services Staff

- The Office of Disability Services staff meets individually with the student to discuss academic accommodations requested.
- Students fill out any forms and discuss any necessary information that would help the ODS provide reasonable accommodations.
- The ODS staff and requesting student together determine reasonable academic and physical accommodations for the student, taking into consideration recommendations from the physician, psychologist or other professional who diagnosed the student’s disability. (Accommodations previously used in educational settings with the student will be taken into consideration. Although some students may have similar diagnoses, each student is treated individually.)
- The ODS recommends accommodations by preparing a letter addressed to the instructor of each class for which the student requests accommodations. The student must provide a current schedule to the ODS each semester prior to getting letters. The student must check in prior to each new semester in order to be supported by the ODS.
- An instructor is not obligated to provide accommodations to a student with a disability until he/she receives the ODS Accommodation Letter.
- In addition, it is the student’s responsibility to discuss scheduling and details of the requested accommodations with his/her instructor(s).

If a student delivers an accommodation letter to an instructor within a few days of an assignment or exam, the instructor may not be able to provide the optimal accommodation requested.
What to Bring to Your Appointment

Students who are seeking accommodations and services on the basis of a disability are requested to submit any documentation that is useful in verifying eligibility for services. Typically, a licensed psychologist, physician, or other appropriate professional provides the evaluation, diagnosis, and recommended documentation. The ODS reserves the right to require additional information to determine the nature of an individual’s disability. The ODS maintains the right to reject documentation that does not verify a student’s disability or prove reasonable accommodations.

Documentation accepted by the ODS is valid as long as a student is continuously enrolled at the college. However, if there is a break in the student’s enrollment, he/she may need to present updated documentation or proof of need for such accommodations in order to receive services. Disability-related information received to support requests for accommodations are treated as confidential and shared only on a need-to-know basis. The information may not be released to an outside party without written consent of the individual.

Responsibility of the Student

1) Students must submit a current copy of the schedule of classes before letters can be provided.
2) Students obtain accommodation letters from the ODS during the first week of classes for each semester.
3) Students should hand-deliver accommodation letters to each instructor and discuss what accommodations are being requested.
4) Students contact each instructor several days prior to accommodation needs such as extended test time and reduced distraction testing.
5) Students schedule any exams with the ODS prior to the testing date.

Students should report any concerns about accommodations to the ODS as soon as possible.

Students receiving services from the ODS must maintain the same responsibility for their education as students who do not receive services. This includes maintaining the same academic levels, maintaining appropriate behavior, following the student handbook and codes of conduct, and giving timely notification to the ODS of any special needs.

We recommend you keep the materials that you receive at your accommodations meeting and refer to them if you have questions.

For questions or an appointment please contact 205.391.2983.