Getting Started with Disability Support Office

Students requesting services for documented disabilities are encouraged to contact the Disability Support Office (DSO) early in their enrollment planning. Eligibility and registration for services through the DSO is a separate process and is independent from registration of classes. All new students requesting services must meet with the Coordinator before accommodations or auxiliary aides will be extended.

Step 1. Complete the Student Information Form
https://www.svcc.edu/students/admissions/admissions.html

Step 2. Apply for Student Financial Aid
https://www.svcc.edu/students/finaid/index.html

Step 3. Take placement tests

- ✓ Students requesting testing accommodations must meet with the DSO at least one week prior to testing.
- ✓ Appropriate and sufficient documentation of a disability must be submitted before testing accommodations will be extended.
  https://www.svcc.edu/departments/testing-center/index.html

Step 4. Meet with an academic advisor and register for classes.
https://www.svcc.edu/students/counseling/index.html

Step 5. Schedule an appointment with the DSO.

- ✓ This appointment will last approximately one hour. Be prepared to discuss your disability.
- ✓ No accommodations will be provided without an intake consultation with the Coordinator.
- ✓ Submit documentation of disability
  https://www.svcc.edu/students/disability-support/index.html
- ✓ Please note that a request for alternative text materials must be requested in advance to ensure time to secure the materials.
- ✓ Braille materials may take up to six months to secure.
  https://www.svcc.edu/students/disability-support/requesting-alternative-media-materials.html

Documentation

- ✓ Requests for accommodations and auxiliary aides should be accompanied by supporting documentation of a disability.
- ✓ An IEP, 504 plan, or SOP, in and of itself are not sufficient documentation but may be included.
- ✓ SVCC is not bound by an IEP, 504, or SOP plan from another institution or organization.
- ✓ Documentation of a disability is housed separately from academic records and should be submitted directly to the DSO.
- ✓ For additional information on documentation of a disability please visit:
  https://www.svcc.edu/students/disability-support/documentation-guidelines.html

Contact the DSO or complete the attached form to request more information.

For appointments: 815 835 6220-Phone
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