

How to Register with Disability Services to Request Accommodations for a Disability

1. Meet with the Disability Services Director/Coordinator for your campus
2. Submit medical Disability Verification Form or acceptable equivalent (visit website for Verification Form and Documentation Guidelines)
3. Review Disability Services' Policies and Procedures
4. Read and sign "Registering For Disability Support Services Form"

Disability Services will:

- Review Documentation (may request more recent or more specific medical documentation)
- **Determine eligibility and approve appropriate accommodations**
- **Provide "Faculty Accommodation Form"**
- Coordinate alternative format print materials
- Schedule interpreters
- Provide assistive technology
- Maintain confidential documentation records
- Provide advocacy for students with disabilities
- Coordinate physical barrier removal or change of location when removal is not possible
- **Provide support for accommodations and test proctoring**
- **Provide ADA/504 technical support to Faculty and Staff**

Student Responsibilities:

1. Register with DSS (see above).
2. Submit any supporting or updated medical documents, class schedule, syllabi or textbook info.
3. **Request, pick-up and return a "Faculty Accommodation Form" each term.**
4. **Communicate with Faculty and Disability Services.**
5. **Be aware of and follow policies and procedures regarding testing and other accommodations**
6. Contact other campus offices, agencies (VR/VA) or professionals (Physicians or Psychologists) for needed services or documentation.

Any diagnosed medical condition that results in a functional limitation that significantly impacts a major life activity **may** be determined to be a disability under Section 504 or the ADA Amendments Act (ADAAA).

Not all medical conditions are disabilities and not all disabilities will require accommodations

Faculty Responsibilities:

- Refer students to Disability Services to register for accommodations.
- Discuss and plan for accommodations privately with student.
- Complete and sign Faculty Accommodation Form.
- Respect confidentiality of disability status and medical information.
- **Provide the approved accommodations or request support from Disability Services.**

For further information and Forms visit the website at:

www.mercer.edu/disabilityservices or contact Disability Services at (478) 301-2778 or by email at burrowbrid_c@mercerc.edu or fax (478) 301-2127