

# important information for students

1. Students need to schedule intake and follow up appointments early to get preferred times.
2. Documentation of a disability is needed for obtaining reasonable accommodations.
3. It is recommended that new students with disabilities who need accommodations schedule an appointment with the Disability & Access Center staff 4-6 weeks prior to enrolling in classes.
4. Students with disabilities who are eligible for and wanting accommodations must contact the Disability & Access Center each semester.
5. **Students using ADA Accommodation Plans:**
  - After participating in an initial intake or follow-up appointment and being approved for accommodations, the Disability & Access Center staff will send the ADA Accommodation Plan to the student's SWIC email account.
  - Students are then able to forward the ADA Accommodation Plan with an email from his/her SWIC student email account to their instructors. Students also may print this document and give it to their instructors.
  - Students are expected to introduce themselves as a student registered in the Disability & Access Center, provide the ADA Accommodation Plan, and discuss approved accommodations with instructors if accommodations are wanted.
  - If concerns or questions arise regarding accommodations, students should immediately contact their instructor and/or the Disability & Access Center.
6. **Students using accommodated testing services:**
  - Students need to schedule an appointment at least two business days prior to taking tests or quizzes.

**For more information:**

- Call 618-235-2700, ext. 5368; TDD 618-234-3347.
- Email [DisabilityandAccessCenter@swic.edu](mailto:DisabilityandAccessCenter@swic.edu).
- Visit the Belleville Campus office in IS 1145.

