

## DISABILITY & ACCESS CENTER

# students with disabilities:

### Procedures for Requesting and Receiving Accommodations

**Southwestern Illinois College is committed to providing equal access to qualified students with disabilities. The Disability & Access Center provides accommodations and support services for students with disabilities.**

**Before receiving accommodations, the following procedures for requesting accommodations should be followed to ensure a smooth transition to the college.**

## PROCEDURES FOR REQUESTING AND RECEIVING ACCOMMODATIONS

1. The student self-identifies to the Disability & Access Center by scheduling an individual intake appointment. It is recommended that new students schedule an appointment 4-6 weeks prior to the beginning of classes in order to ensure that accommodations are arranged in a timely manner.
2. The student meets with a Disability & Access Center staff member to discuss support services and accommodations.
3. The student submits appropriate documentation of their disability to the Disability & Access Center.  
  
**Remember:** In order to receive accommodations, it is the student's responsibility to contact the Disability & Access Center and provide any needed documentation of his/her disability. If the student is in need of obtaining documentation, a Disability & Access Center staff member can provide community resource referrals and/or release forms for high schools or established medical providers.
4. Based upon appropriate documentation and an interactive process between the student and the staff, the Disability & Access Center develops a Comprehensive Service Plan including accommodations. Likewise, the staff generates ADA Accommodation Plans that outline the student's accommodations. Plans are not automatically prepared from semester to semester; the student must make an appointment **each** semester and request accommodations/ADA Accommodation Plans.
5. After the student participates in the intake process and is approved for accommodations, the Disability & Access Center will send the ADA Accommodation Plan to the student's SWIC email account. The student then forwards this document with an email from their SWIC student email account to instructors. Students may also print this document and give it to their instructors. Either way, if accommodations are wanted in classes, the student is expected to introduce themselves as a student registered in the Disability & Access Center, provide this plan, and discuss approved accommodations with their instructors. If concerns or questions arise regarding accommodations, the student should immediately discuss the issue with the instructor and/or contact the Disability & Access Center.

#### 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.

