

## 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 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 his/her disability to the Disability & Access Center. The student can request information on the SWIC disability documentation guidelines, if needed.  
  
**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.
- 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.** The student picks up the ADA Accommodation Plans from the Disability & Access Center and takes the plans to the instructors in the classes where the student would like to use these accommodations. It is recommended that the student request time outside of class to meet with the instructors to discuss the accommodations and how they may be implemented in a specific course. For online students: The Disability & Access Center will email the ADA Accommodation Plans to the student's eSTORM account. The student may then email their plans to instructors of classes where accommodations are requested.

#### 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.

