



# ACCOMMODATION SERVICES IN HIGHER EDUCATION



01

## Organize: Collect Disability Documentation

- Collect all disability paperwork. This might include your high school 504 plan, IEP, or plans of support.
- Receiving college accommodations is a very different process than in high school. Understanding the differences and learning how to navigate this process is critical to understand before going to college.



02

## Contact: University Admission and Disability Services

- Research the Disability Services Office at your institution. going through this office is the only way to get accommodations in college.
- Find out what type of documentation is required for your disability, the steps you need to take to get accommodations, and the forms you need to complete to register as a student with a disability. If you can't find this information online, call the office! They are there to help you.



03

## Schedule: Meet to Arrange Accommodations

- Allow time for the Disability Services Office to review your documentation and discuss the next steps for support.
- When your registration forms and documentation have been submitted, schedule a meeting with the Disability Services Office to review your information and to request accommodations.

04

## Advocate: You Know Yourself Best

- Follow up with your academic advisor or the Disability Services Office to adjust your accommodations.
- If your accommodations are not working, or you need more support, seek out appropriate resources.
- As a student, you are responsible for actively communicating with instructors by sharing accommodation letters and working with each instructor to coordinate the use of accommodations.

- **Langston University**, Student Disability Services: 405-466-3204
- **Northeastern State University**, Student Disability Services: 918-444-2042
- **OSU-Tulsa**, Student Accessibility Services: 918-594-8354
- **OU-Tulsa**, Student Affairs: 918-660-3107
- **Rogers State University**, Disability Services: 918-343-6828
- **SNU-Tulsa**, Disability Specialist: 918-664-4100
- **Tulsa Community College**, Accessibility Resources: 918-595-7428
- **University of Tulsa**, Student Access, 918-631-2315
- National Center for College Students with Disabilities: 844-730-8048





## Where to start

- Learn about the office on your campus that provides accommodations. In order to receive accommodations, you must visit the Disability Services Office at your institution.
- Call or visit the office and have a conversation with your disability counselor. They will be able to guide you through the application process, recommend helpful accommodations, and guide you in the process of using your accommodations.

## Terms to know

- **Accommodation vs Modification** - Accommodations are changes to how students learn the same material and meet the same expectations as their peers. Modifications are changes to what students are taught and expected to learn. For example, accommodations might include preferential seating or additional time for exams. Modifications might include reduced amount of work or alternative information.
- **Self-Advocate** - The ability to communicate your own interests, desires, needs, and rights.
- **The Americans with Disabilities Act (ADA)** - The Americans with Disabilities Act (ADA), requires individuals with disabilities are provided with reasonable accommodations to enable the individual to have an equality opportunity in the learning process.
- **Reasonable Accommodation** - Reasonable accommodations are modifications or adjustments to a task or environment that enable individuals with disabilities to have an equal opportunity to participate in an academic program.

## Tips for Success

- Every institution has different policies and procedures. Keep this in mind when applying to several institutions or transferring colleges.
- Your disability information is kept confidential with the Disability Services Office. Each semester you will receive accommodation letters to provide to your professors, but those letters only share accommodation information, not disability information.
- Accommodations are not retroactive. They only begin once you apply and are approved for accommodations.
- As a student, you have the option to use whatever accommodations you choose. It is best to apply for all accommodations you *think* you might need and then use what you do need.

## Timeline and Checklist

- March: Begin collecting accommodation paperwork, diagnosis documentation, schedule any doctor appointments
- April: Meet with your high school counselor to discuss next steps and, if you haven't already, submit your college application.
- May: Check-in with your higher education's Admissions Office.
- June: Reach out to your institution's disability service office and apply for accommodations
- July/August: Verify approved accommodations. Ensure accommodation letters are given to your professors before the first day of class.
- Ongoing: Check-in with your Disability Service Office. Are your accommodations working for you? Do adjustments need to be made?

## Common Accommodations

- Priority Enrollment
- Extended-time on exams
- Notetaker
- Testing in a limited distractions room
- Interpreters
- Textbooks in an alternative format