

Disability Services – Registration and Implementation

Students with disabilities are not required to Register¹ with the Disability Services Office if they are not seeking accommodations. Students with disabilities who are seeking accommodations are strongly encouraged to work with the Disability Services Office prior to the start of the semester as accommodations are not retroactive and the process to become Registered can be lengthy. With that said, students can Register at any time during the semester. Disclosure by the student to a faculty or staff member does not qualify as self-identification to begin this process.

Registration with Disability Services Office for Accommodations

Students in higher ed are required to self-identify to the Disability Services Office to request accommodations. The steps a WDTC student must take to self-identify and for accommodations to be implemented include the following:

1. Complete the Disability Services Request Form² –
 - a. Access the form by logging into My.WDT <https://my.wdt.edu/ics> with your username (student ID#) and your password;
 - b. Click on Student Forms (located under the Resource Hub section);
 - c. Click on Disability Services Forms
 - d. Under the “Start the Disability Service Request” heading, Click on the Disability Services Request Form link;
 - e. Read the form and complete required fields; and
 - f. Click Submit
2. You will receive an email from the Disability Services Office shortly after you submit your request that will explain your next steps which will include providing relevant documentation from external sources to help establish your eligibility for accommodations and meeting with the Disability Services Office.

Documentation should include –

- Description of the disability, including the diagnosis, history, significance, and expected duration when applicable.
- The current impacts of the disability in an educational setting.
- Past use and effectiveness of accommodations.
- Recommendations that are related to the impact of the disability.

¹ Registered – for WDTC Disability Services, this term means a student has completed all steps required through the Disability Services Office to be approved for specific accommodations in a given semester. A student’s Registered status is valid for one semester, and therefore, the student must ensure they have received “Registered” status with the Disability Services Office each semester that they are requesting accommodations. A student will not be granted requested accommodations until they are Registered through Disability Services.

² This process may vary if for students Registered with the Disability Services Office in the prior semester. Follow the instructions sent to you via your school email account by the Disability Services Office. Also, individuals who are requesting accommodations for Placement Exams should first reach out to the Disability Services Office for instructions as the process may vary.

- Date of evaluation/assessment. The age of acceptable documentation is dependent upon the disability.

Types of documentation that may be helpful include –

- Reports and/or assessments created by healthcare providers, psychologists, or the educational system (e.g., a psychoeducational evaluation).
- Documents that reflect education and accommodation history, such as an Individual Education Program (IEP), Summary of Performance (SOP), and teacher observations.

Please keep the following in mind –

- Documentation must come from a reliable third-party³ who is not a family member.
 - You should keep a copy of the documentation for your personal records. Disability Services may destroy/delete documentation and other disability-related information seven years after a you leave the college.
 - Disability Services may ask you to provide additional information if necessary.
 - Documentation accepted by Western Dakota Technical College might not be accepted by other institutions, agencies, and/or programs (e.g., testing agencies, licensure exams, and certification programs). Please check with the specific organizations and/or programs to determine their documentation requirements.
 - Disability Services will make the final determination of reasonable accommodations.
3. Meet with WDTC Disability Services. After your request is received, Disability Services will reach out to you to start the interactive process to guide you through the process and to determine what accommodations will be granted. This process can involve multiple conversations with you and your faculty, if needed.
 4. If accommodations are granted, you will receive an "ADA Accommodation - Notification" that you will sign electronically and return to Disability Services. After the signed form is returned to Disability Services, you're considered Registered for the semester with Disability Services and approved accommodations go into effect (accommodations are not retroactive).

Implementing Approved Accommodations

After you are Registered with Disability Services, you are required to communicate with your faculty members in advance when you would like to use specific accommodations as accommodations are not retroactive. This communication needs to be done as early as possible (not right before the due date in a course). Also, some specific accommodations require a minimum additional 5-working day's advance notice by your faculty member to the Student Success Center which includes accommodations for extended test time, reduced-distraction testing, and reading of tests. WDTC cannot guarantee that we will be able to implement the testing accommodation the date/time you request. Flexibility in scheduling may be required if requested by faculty or support personnel.

³ A trained professional who by virtue of their expertise, scope of practice, and familiarity with the person with a disability, can verify that their accommodation request is directly related to their disability, that it would alleviate one or more of their symptoms or effects of their disability, and that it is necessary to provide that individual equal access.