



Request for Services Accessibility Services

Accessibility Support Services Mission: To assist Williston State College in meeting the federally mandated responsibility to provide equal access and opportunity to college programs and campus activities.

Accessibility Support Services Responsibility: To provide academic support services for eligible students, promote student development, and serve as a disability awareness and accommodations resource.

Name: _____ Date: _____

Date of Birth: ____/____/____ Student ID: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ WSC Email: _____

Present Academic Status: ☐ First Year ☐ Second Year ☐ Third Year ☐ Other

Major: _____

Please check primary disability and any secondary disability(ies):

<input type="checkbox"/> Chronic Health <ul style="list-style-type: none">• Cancer• Epilepsy• Orthopedic Conditions Chronic• Diabetes• Multiple Sclerosis• Pain Management• Chronic Health General/Other• Chronic Health Not Otherwise Specified <input type="checkbox"/> Deaf / Hard of Hearing <ul style="list-style-type: none">• Auditory Processing (APD)• Hard of Hearing• Deaf• Hearing General/Other <input type="checkbox"/> Speech <ul style="list-style-type: none">• Speech Impairment	<input type="checkbox"/> Learning Disability <ul style="list-style-type: none">• Math• Reading• Writing• Learning Disability Not Otherwise Specified <input type="checkbox"/> Mobility <ul style="list-style-type: none">• Limb Loss• Quadriplegic• Paraplegic• Limited Range of Motion• Mobility General/Other <input type="checkbox"/> Neurological <ul style="list-style-type: none">• Acquired Brain Injury (TBI)• Narcolepsy• Memory• Seizure	<input type="checkbox"/> Psychological <ul style="list-style-type: none">• Anxiety• Autism Spectrum Disorder• Depression• Post-Traumatic Stress Disorder• Attention Disorder (ADD/ADHD/Other)• Bipolar Disorder or other mood disorder• Eating Disorder• Psychological General/Other <input type="checkbox"/> Vision <ul style="list-style-type: none">• Blind• Low Vision• Vision General/Other <input type="checkbox"/> Other
---	---	---

Please check any reasonable accommodation services you are requesting:

<input type="checkbox"/> Reader (tests/quizzes)	<input type="checkbox"/> Preferential Seating	<input type="checkbox"/> Captioning
<input type="checkbox"/> Accessible Digital Format	<input type="checkbox"/> Scribe (tests/quizzes)	<input type="checkbox"/> Distraction Reduced Testing Area
<input type="checkbox"/> Extended Time (tests/quizzes)	<input type="checkbox"/> Sign Language	<input type="checkbox"/> Notetaker
<input type="checkbox"/> Housing Accommodation	Interpreter/Video Remote Interpreting	<input type="checkbox"/> Other

In your own words, briefly describe your disability and how your disability affects you in your academic work.

Did you have a 504 or IEP in high school? ☐ Yes ☐ No

Did you receive accommodations at a previous college? ☐ Yes ☐ No

If yes, list accommodations received:

Are you a client of the Division of Vocational Rehabilitation? ☐ Yes ☐ No

If yes, provide name and phone number of your counselor: _____

I certify that the information provided on this form is accurate to the best of my knowledge. I understand that reasonable accommodations are determined after an interactive assessment between the Accessibility Support Services office and myself.

Printed Name

Signature

Date

After completing the Request for Services, please send pages 1-2 and any supporting documentation to: Williston State College, Accessibility Support Services email at wsc.accessibility@willistonstate.edu or fax to (701) 774-4211. Incomplete data may result in a delay of accommodation requests.

Accessibility Support Services agrees to keep information and records concerning the student's disability confidential in compliance with the Family Rights and Privacy Act (FERPA), North Dakota state statutes and the professional and ethical standards of the Association on Higher Education and Disability (AHEAD).

Williston State College is an equal opportunity institution and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity, genetic information, creed, marital status, veteran's status, political belief, disability or affiliation or any other status protected by law.

Frequently Asked Questions:

1. How do I receive disability services at college?

You need to contact Accessibility Services on campus to start the application process.

2. When do I need to apply for disability services?

It is a good idea to start the application process with Accessibility Services as soon as you have been admitted into college, so that any accommodations you may need can be arranged.

3. Can I use my 504 Plan or IEP for documentation of my disability?

Your 504 Plan or IEP may contain the important information, therefore you may want to submit it with your Request for Services.

4. Will I receive the same services that I received in high school?

Maybe. High school Special Education programs are required by law to provide whatever service, help, or accommodation that you needed to be successful. Colleges are required by law to provide "equal access to education," through programs, activities, and facilities. They provide access by using accommodations – not necessarily services or extra help. Access is provided through reasonable accommodations.

For example, services such as word banks or reduced assignments probably won't be provided because postsecondary schools don't provide modifications that would change the educational standards of coursework.

5. Can I receive a failing grade for a college class in which I am receiving accommodations?

Yes. Accommodations ensure "access," not necessarily "success".

6. I have a disability. Will I be eligible to use accommodations in college?

Maybe. The decision to provide accommodations is based on the activity and whether the disability creates any barriers to doing it. For example, a student who is paralyzed from the waist down has a disability and needs a physically accessible environment. However, this same student would not be eligible to use notetaking services or be provided with books on tape, because the disability does not interfere with reading or writing.

7. Will my 504 plan follow me to college?

No, the 504 Plan developed by your high school will not follow you to college, but the rights and protections under Section 504 of the Rehabilitation Act of 1973 apply when evaluating and determining reasonable accommodations at the college level. Section 504 is civil rights legislation and provides two things: 1) nondiscrimination on the basis of disability and 2) an equal opportunity to participate. The concept of "maximizing success" is only found under IDEA for elementary and secondary schools.

8. Who decides what accommodations I can use in college?

Approving and implementing accommodations is a collaborative effort between Accessibility Services and course instructors after considering functional limitations of the disability, the student's perspective, and the course/program requirements. Accommodations will be based on how the disability interferes with access to the educational environment and the course curriculum.

9. Do I have to pay for my accommodations?

No. It is the college's responsibility to provide reasonable accommodations to eligible students with disabilities at no cost to the student.

10. Do colleges and universities provide testing to identify a learning disability?

Colleges and universities are not required to provide testing services. Referrals will be made to appropriate professionals.

11. Is financial assistance available through accessibility services for students with disabilities?

No. Check with the financial aid office at the school you will be attending. Some agencies that may provide support are: Vocational Rehabilitation, Workers Compensation, the Veterans Administration, and Job Service.

12. Will accessibility services provide services like helping me get ready for the school day or pushing my wheelchair?

No. Services or equipment needed to assist a person with activities of daily living are the responsibility of the individual, not the college.

For example, helping with dressing or reminding someone to take their medication, is a personal service that an individual needs in order to function on a daily basis, whether or not they are in college.

If the service or equipment is needed solely for the purpose of participating in a college program or activity, it is the college's responsibility to provide it.

13. Do students need test scores from high school assessments to qualify for accommodations in college?

Maybe. Before specific accommodations are identified, Higher Education must confirm the student has a disability as defined by 504/ADA. Test scores are used to diagnose a disability, however other forms of evidence may also be used such as qualitative observations and evaluations by professionals. Once disability has been established, accommodations are determined based on the functional limits of the disability and the barrier caused in the environment.