

## **Student Responsibilities**

- Students who desire to receive services or accommodations must inform WCCC that they have a disability.
- Students are to provide WCCC with copies of recent evaluations:

*Educational, Medical*

*Psychological, Plans for*

*Transition and Other*

*relevant documentation*

- Make an appointment with the Accessibility Specialist to discuss evaluations, classes and accommodations. This should be done by the first or second week of classes or as soon as possible.

## **WCCC Responsibilities**

The Accessibility Specialist will:

- Register students who inform WCCC of their disability.
- Review documentation submitted by the student.
- Determine the appropriate accommodations with the student.
- Write a memo of eligibility for the student to share with appropriate faculty.
- Assist student with accommodation implementation.

## **At the Student's Request**

The Accessibility Specialist will:

Meet with student and faculty/staff to resolve issues regarding accommodations as necessary.

- Follow up with student and instructors to evaluate the success of accommodations.
- Set up meetings with third parties and off campus agencies as needed.
- Assist with appropriate program scheduling.
- Make referrals to career counselor and/or other personnel or agencies as needed.