

How to Register with Disability Services to Receive Accommodations for a Disability:

1. Meet with the Disability Services Coordinator.
2. Submit medical documentation letter or report with a diagnosis and specific recommendations.
3. Review and sign Policies and Procedures Form.



Student Responsibilities:

1. Register with DSS (see above).
2. Submit any supporting or updated documents, schedules, syllabi or textbook info.
3. Request, pick-up and return a Faculty Accommodation Form each term.
4. Communicate your needs with Faculty and Disability Services.
5. Request specific accommodations (testing, audio textbooks & alternative formats) by deadlines.
6. Contact other offices or agencies (VR) or professionals (Physicians or Psychologists) for needed services or documentation.

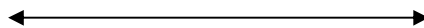
Any diagnosed medical condition that significantly impacts a major life activity may be determined to be a disability under Section 504 or the ADA Amendments Act (ADAAA). Not all disabilities will require accommodations.

Disability Services will:

- Review Documentation
- Determine eligibility and appropriate accommodations.
- Provide Faculty Accommodation Form
- Coordinate alternative format print materials
- Schedule interpreters
- Provide support for accommodations and test proctoring
- Provide assistive technology
- Provide ADA/504 support to Faculty
- Maintain confidential documentation records
- Provide advocacy for students with disabilities
- Coordinate physical barrier removal or change of location when removal is not possible

Faculty Responsibilities:

- Refer students to Disability Services to register for accommodations.
- Discuss/plan accommodations privately with student.
- Complete and sign Faculty Accommodation Form.
- Provide approved accommodations or request support from Disability Services.
- Respect confidentiality of disability status and medical information.



For further information, please refer to the Disability Services website at: www.mercer.edu/disabilityservices or contact Disability Support Services at (478) 301-2778 or by email at burrowbrid_c@mercer.edu fax (478) 301-2127