

Registration with Disability Services Office and Implementing Approved Accommodations

Students in higher education are required to self-identify to the Disability Services Office and request accommodations. Notification to a faculty or staff member does not qualify as self-identification to begin this process. The steps a student must take to self-identify and for accommodations to be implemented include the following:

1. Complete the Disability Services Request Form¹ in My.WDT <https://my.wdt.edu/ics> . To access the form –
 - a. You must login to My.WDT with your username (student ID#) and your password;
 - b. Go to Student Forms;
 - c. Click on Disability Services Request Form link;
 - d. Read the Form and complete required fields; and
 - e. Click Submit

2. Be prepared to provide a copy of your most recent Individualized Education Plan (IEP), 504 Plan, or evaluation documents. Students with disabilities are required to provide medical and/or other appropriate diagnostic evaluations to help support their ADA request. Documentation must include (as appropriate) physical description, medical or clinical cautions, and recommendations for necessary accommodations in an academic setting. See the FAQ section of the [Disability Services Handbook \(https://www.wdt.edu/assets/docs/uploads/disability-services-handbook.pdf\)](https://www.wdt.edu/assets/docs/uploads/disability-services-handbook.pdf) for more information - *What documentation should I provide?*

Documentation described above must be on file with the Disability Services Office in order for them to evaluate your accommodation request. Documentation may be emailed to disabilityservices@wdt.edu or faxed to 605.394.1789 Attn: Disability Services Office. Students cannot be Registered with disability services until required documentation is received and evaluated.

3. Interact with the ADA/504 Coordinator as requested by the Coordinator. The Coordinator may have questions and need further documentation. It is important to watch your student emails, answer phone calls, and have your phone set to allow voicemail messages to not hinder the process. Contact the Coordinator by emailing disabilityservices@wdt.edu.

4. Complete the AdobeSign forms sent to your school email account by the ADA/504 Coordinator. Once the form is completed with all needed signatures, you are Registered with the Disability Services Office.

5. 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, distraction free testing, and reading of tests. WDT cannot guarantee that we will be able to implement the accommodation the date/time you request. Flexibility in scheduling may be required if requested by support personnel.

¹ 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.