



ACCOMMODATIONS: Student Responsibilities

- Students must **self-identify** to Disability Services. The college will not seek students out and ask them if they need accommodations.
- **Complete and submit the Accommodation Request Packet** each semester. The packet can be submitted online or can be dropped off to Janean Reish in Student Services.
- **Provide current and relevant documentation** that establishes the student as someone with a disability and supports the need for requested accommodations. The Accommodations Request Packet describes what must be included in this documentation. This documentation is to be current, meaning it has been created/updated within the past 5 years. The student only needs to provide this documentation the first time he/she requests accommodations. If this supporting documentation is already on file at the college and is current, the student will not need to submit it again.
- **Respond to any questions** from Disability Services regarding the student's request for accommodations.
- Once notified, **pick up the Accommodation Notification Letters** from Janean Reish in Student Services. Letters for online classes will be emailed to the student at the email addresses on file with the college.
- **Present the Accommodation Notification Letters** to the student's instructors and work with the instructors to make arrangements for approved accommodations. Students taking online classes must email the letter to the instructor.
- **Notify Disability Services** if approved accommodations are not honored.

NOTE: *Clarendon College is committed to maintaining confidentiality regarding the accommodation process. Student disabilities/ accommodations are not discussed or shared between college employees unless there is a direct need to know. Students are also encouraged to maintain confidentiality by being cautious with whom they discuss or share accommodation information.*