

Registering with Disability Services

To receive Accommodations:

1. Meet with the Disability Coordinator.
2. Submit recent (no more than 5 yrs. old) medical documentation (letter or report) with a diagnosis **and** recommendations.

Student Responsibilities:

1. Request services in a timely manner.
2. Provide appropriate documentation of your disability.
3. Request and return Faculty Accommodation Form at the beginning of each semester.
4. Communicate with Faculty and Disability Services.
5. Request specific accommodations such as testing or audio textbooks.
6. Contact other agencies (VR) or professionals (Physicians or Psychologists) for needed services or documentation.

Disability Services will:

- Determine eligibility and appropriate academic accommodations.
- Provide Faculty Accommodation Form.
- Provide support for accommodations and help coordinate test proctoring.
- Provide ADA/504 support to Faculty.
- Maintain confidential documentation records.
- Provide advocacy for students with disabilities.

Faculty Responsibilities:

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

For further information, please contact **Richard Stilley, Assistant Dean for Campus Life – Atlanta Campus, 678-547-6823** or email stilley_r@mercer.edu