

SPECIAL SERVICES CENTER



STUDENTS WITH DISABILITIES: Procedures for Requesting and Receiving Accommodations

SWIC is an EEO/AA Employer/Educator

Southwestern Illinois College (SWIC) is committed to providing equal access to qualified students with disabilities. The Special Services Center provides accommodations and support services for students with disabilities.

Before receiving accommodations, the following procedures for requesting accommodations should be followed to ensure a smooth transition to the College.

Procedures for Requesting and Receiving Accommodations

1. The student self-identifies to the Special Services Center by scheduling an individual appointment. It is recommended that new students schedule an appointment two months prior to the beginning of classes in order to ensure that accommodations are arranged in a timely manner.
2. The student meets with a Special Services Center staff member to discuss support services and accommodations.
3. The student submits appropriate documentation of his/her disability to the Special Services Center. The student can request information on SWIC's disability documentation guidelines, if needed.

Remember: In order to receive accommodations, it is the student's responsibility to contact the Special Services Center and provide any needed documentation of his/her disability. If the student is in need of obtaining documentation, a Special Services Center staff member can provide community resource referrals.

4. Based upon appropriate documentation and an interactive process between the student and the staff of the Special Services Center, the Special Services Center develops a Comprehensive Service Plan including accommodations. Likewise, the staff generates "Instructor Notification" letters that outline the student's accommodations. Letters are not automatically prepared from semester to semester; the student must make an appointment each semester and request accommodations/notification letters.
5. The student picks up the Instructor Notification Letters from the Special Services Center and takes the letters to the instructors in the classes where the student would like to utilize accommodations. It is recommended that the student request time outside of their classes to meet with the instructors to discuss the accommodations and how they may be implemented in a specific course.

IF THERE ARE ANY QUESTIONS, CONTACT THE SPECIAL SERVICES CENTER AT (618) 222-5368. WE ARE HERE TO HELP.