

How to Access Disability Services

To approve and coordinate services for students with documented disabilities, students should follow the process below.

College-level accommodations and services include: academic (proctored and extended time test-taking, resources to supplement your notetaking, and assignment and attendance flexibility) as well as dietary, housing, and parking, as necessary.

Step One: Develop the Plan

Fill out the [verification form](#) to start the accommodation process. The first half of the form is a self-report, and the second half of the form needs to be filled out by a doctor, therapist, or medical professional.

Schedule a time to meet with Kara Fifield, Director of Disability Services, (via Zoom) to develop a written plan to be shared with your instructors. You will be able to schedule with Kara at her earliest availability which is typically less than one week. After the meeting, you will receive a copy of your accommodation plan, which is also sent to your faculty.

To schedule a meeting with Kara Fifield: calendly.com/kfifield



[Fifield, Kara](#)

Welcome to my scheduling page. Please follow the instructions to add an event to my calendar.

calendly.com

Step Two: Request and Schedule Services

Step two is to request and schedule the services you are approved for in your accommodation plan.

For extended time on **exams**, it is important to meet with your faculty to request your extended time on Moodle.

We offer remote test proctoring through Zoom with a professional proctor for remote tests to help reduce your anxiety during testing. The proctor can help with connectivity issues provide additional human support. Please reach out to Kara Fifield to schedule and please allow three business days for requests to be processed.

For **note taking** support, you will [fill out this form](#) for peer note taker support.

The turnaround time for a peer note taker is seven-ten business days.

If you are approved for One Note, you can access it in the school provided Microsoft Apps. You have immediate access to this resource.

Please reach out to Kara Fifield if you are approved for the Notability app. Kara will be able to help set Notability up within three business days.

For **flexibility with attendance and due date accommodations**, you will fill out the [Disability Related Flexibility in Attendance Form](#) with your professor, or you can decide to have Disability Services reach out on your behalf to implement this accommodation. This accommodation is in place once you have met with your professor and submitted the form.

Step Three: Set up Meetings with all Professors to Discuss your Plan

After you have met with Kara Fifield and have an accommodation plan in place, set up virtual meetings with all of your professors to discuss your accommodations.

It is best to NOT schedule a [Zoom meeting](#) (click here to learn how to set these up) during their office hours because office hours may not be private or appropriate for this type of conversation. Do not try to have this conversation before or after class as you need to give this more attention. If professors recommend either of these options, continue to ask for a separate meeting. Let Kara Fifield know if you have difficulties with this.

It is important to schedule this within five days of your accommodation letter being sent.

Kara will discuss with you on how to self-advocate, and the best ways to discuss your plan with your faculty. She will also want to hear about the outcome of this conversation to be sure you are all set.