

Obtaining Services

1. Gather Disability Documentation following documentation requirements.
2. Request Reasonable Accommodations. Requests are recommended to take place 30-days prior to class start date to allow time for accommodations to be coordinated. Accommodation Specialists have 14-days to respond to each request. To request accommodations contact your local Accommodation Specialist.
3. Mail, fax, or bring in current documentation of your disability.
4. Upon verification of your disability, the Accommodation Specialist will discuss appropriate accommodations with you, as well as help guide you through the process.
5. An individualized accommodation plan for success will be established.
6. Continuous contact with the Accommodation Specialist for support throughout your academic career is strongly encouraged.



Contact the Accommodation Specialist on the campus you plan to attend, or visit <http://www.witc.edu/stusvcs/disability.htm> for more information.

Ashland

2100 Beaser Avenue
Ashland, WI 54806
Phone: 715.682.4591, Ext. 3157
Fax: 715.682.8040

New Richmond

1019 South Knowles Avenue
New Richmond, WI 54017
Phone: 715.246.6561, Ext. 4393
Fax: 715.246.2777

Rice Lake

1900 College Avenue
Rice Lake, WI 54868
Phone: 715.234.7082, Ext. 5522
Fax: 715.234.1241

Superior

600 North 21st Street
Superior, WI 54880
Phone: 715.394.6677, Ext. 6327
Fax: 715.394.3771

1.800.243.9482 (V) 711 (TTY)

Alternative format available upon request.



AshlandNewRichmondRiceLakeSuperiorHaywardLadysmith

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WITC is an Equal Opportunity/Access Employer and Educator.

WITC was ranked the fourth best two-year college in the nation by *Washington Monthly* magazine.

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4th BEST
TWO-YEAR COLLEGE
2 0 1 3

Accommodation Services

Wisconsin Indianhead Technical College



Experience. Success.

Accommodation Services

Services Provided

Qualifying for Services

Obtaining Services



witc.edu
800.243.9482

Accommodation Services

Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, activities, services and employment in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Amendments Act of 2008 (ADAA).

Wisconsin Indianhead Technical College provides confidential, student center planning to help ensure educational success. It is your right to request services to assist in your educational experience.

Students with a documented disability must request accommodations by following required steps to obtain accommodations at the post-secondary level. Requesting and providing disability documentation is the responsibility of the individual student. As a college we respect your privacy and decisions, so it is the student's responsibility to request accommodations. No accommodation will be provided without connecting with Accommodation Services.



Services Provided

WITC will take a team approach in determining services and supports. WITC provides accommodations and services appropriate to your documented disability. Accommodations and supports include, but are not limited to:

- Assistance in preparing and meeting admission requirements
- Referrals to on-campus programs (tutoring, study skills, student activities)
- Referrals to community resources
- Case management/counseling services for academic programs
- Assistance with developing and evaluating accommodation needs
- Development of an assistive technology plan

Examples of accommodations, but not limited to:

- Private room for assessments
- Extended time on assessments
- Alternative Media
- Note-takers
- Calculator
- Assistive Technology
- Interpreters

"Once we accept our limits, we go beyond them."

-Albert Einstein

"If I, deaf, blind, find life rich and interesting, how much more can you gain by the use of your five senses."

-Helen Keller

Qualifying for Services

Current documentation (from a qualifying professional) must be provided, indicating that the student meets definition of a person with a disability. Post-secondary institutions are required to comply with the ADA as amended and Section 504 of the Rehabilitation Act. Students protected under these laws must have a disability that is legally defined as a disorder that substantially limits a major life activity. In an academic setting, this is generally interpreted as a disorder that substantially limits a student's ability to participate equally in activities associated with learning. These activities may include but are not limited to reading, writing, note-taking, listening, seeing, test-taking, performing manual/motor-based skills, class attendance, or participation in laboratory or group activities.

Documentation must:

- Be concluded by a licensed professional, qualified to diagnosis and treat specific disability.
- Include a clear diagnosis and description of functional limitations.
- When multiple disabilities or barriers are determined please provide documentation clearly identifying each individual diagnosis and related functional limitations.
- Be current and documented on letterhead or official organizational reporting materials, as well as signed and dated by diagnostician. (documentation is recommended to be less than three-years old)

For more information, contact the Accommodation Specialist on the campus you plan to attend.

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