Obtaining Services

1. Contact the Disability Specialist at the campus that you wish to attend and schedule an appointment.

2. Requests for accommodation should be received 30 days prior to class start to allow time for accommodation to be coordinated.

3. Mail, fax, or bring in current documentation of your disability.

4. Upon verification of your disability, the Disability Specialist will discuss appropriate accommodations with you.

5. A plan for success will be established.

6. Continuous contact with the Disability Specialist for support throughout your academic career is strongly encouraged.

Contact the Disability Specialist on the Campus you plan to attend, or visit [witc.edu/disabilityservices](http://witc.edu/disabilityservices) for more information.

**Ashland**
2100 Beaser Avenue
Ashland, WI 54806
Phone: 715.682.4591  Ext. 3100
Fax: 715.682.8040

**New Richmond**
1019 South Knowles Avenue
New Richmond, WI 54017
Phone: 715.246.6561  Ext. 4100
Fax: 715.246.2777

**Rice Lake**
1900 College Avenue
Rice Lake, WI 54868
Phone: 715.234.7082  Ext. 5100
Fax: 715.234.1241

**Superior**
600 North 21st Street
Superior, WI 54880
Phone: 715.394.6677  Ext. 6100
Fax: 715.394.3771

1.800.243.9482 (V)
1.715.468.7755 (TTY)

Alternative format available upon request.
Disability Services

Postsecondary institutions receiving federal financial assistance must not discriminate in the recruitment, admission, or treatment of students. Students with documented disabilities may request modifications, accommodations, or auxiliary aids which will enable them to participate in and benefit from all postsecondary educational programs and activities. WITC will make such changes, when appropriate, to ensure that the academic program is accessible to the greatest extent possible by all students with disabilities.

Services Provided

WITC provides accommodations and services appropriate to your documented disability. Accommodations include, but are not limited to:

- Guided Study
- Taped texts/materials
- Note taking assistance
- Readers/writers
- Adaptive listening equipment
- Enlarged print
- Mobility assistance
- Transition to college
- Advocacy and mediation with faculty
- Testing accommodations which include audio taped, extended time, and distraction free testing
- Referral to on-campus tutoring and any other available services
- Referral to community resources

Qualifying for Services

Current documentation (from a qualifying professional) must be provided, indicating that the student meets appropriate criteria of a physical or mental impairment that substantially limits one or more major life activities. In an academic setting, the disability must substantially limit the ability to participate equally in activities associated with learning and/or demonstration of specific skills or knowledge.

Documentation should include:

- Complete diagnosis of disability and date of evaluation
- Current functional impact of the disability
- Recommendations for accommodations, adaptive devices, assistive/support services for the postsecondary environment
- Credentials and contact information of the diagnostician (qualified professional)

For more information, contact the Disability Specialist on the Campus you plan to attend.
1.800.243.9482 (V)
1.715.468.7755 (TTY)

“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