

## Obtaining Services

1. Contact the accommodation 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 accommodation specialist will discuss appropriate accommodations with you.
5. A 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 [witc.edu/ada](http://witc.edu/ada) for more information.

### Ashland

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

### New Richmond

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

### Rice Lake

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

### Superior

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

1.800.243.9482 (V)

711 (TTY)

Alternative format available upon request.



AshlandNewRichmondRiceLakeSuperiorHaywardLadysmith

[witc.edu](http://witc.edu)

## WITC Accommodation Services and Accommodation Specialists



Wisconsin Indianhead Technical College

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AshlandNewRichmondRiceLakeSuperiorHaywardLadysmith

A member of the Wisconsin Technical College System

[witc.edu](http://witc.edu)

## Accommodation 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

*"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 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 accommodation specialist on the campus you plan to attend.

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