

Disability Services Office Registration Checklist

The Disability Services Office works with students that have documented disabilities. Qualifying disabilities can be psychological, physical, or intellectual. If you are questioning if your disability/condition qualifies for services, please see Student Opportunity and Resource (SOAR) Center Director, Kayla Noah, in May Hall 210.

The process of receiving accommodations at Dickinson State University is listed below:

- **Complete the Disability Services Registration Form.**
 - The Disability Services Registration Form can be found on the Dickinson State University website > Academics > Academic Resources > Student Opportunity and Resource (SOAR) Center > Disability Services. Or can be picked up from the Director of the SOAR Center, May Hall 210.

- **Bring proper medical documentation of your disability to Disability Services office.**
 - Along with your Disability Services Registration Form, specific medical documentation needs to be turned into the Disability Services Office. Specific medical documentation needs to be provided from a medical professional that is familiar with the patient's diagnosis and is currently working with this patient.
 - A Documentation Request Form for medical professional to fill out can be found on the Dickinson State University website: Dickinson State University Website > Academics > Academic Resources > Student Opportunity and Resource (SOAR) Center > Disability Services. Or student can pick up the Documentation Request Form from the Director of the SOAR Center, May Hall 210.
 - Medical documentation will not be accepted from family members, walk-in clinics, or unqualified professionals.
 - Please note, medical documentation is required in order to assist the Disability Services Office in providing students with reasonable and appropriate accommodations.

- **Schedule a time to meet with Disability Services.**
 - Location: May Hall 210
 - Email: kayla.noah@dickinsonstate.edu or dsu.disability@dickinsonstate.edu
 - Phone: (701) 483-2686

- **Receive Accommodation Letter.**
 - After receiving the accommodation letter from the Disability Services Office, it is the student's responsibility to distribute the accommodation letter to instructors.