Registration Checklist

The Accessibility 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 the Accessibility Coordinator in May Hall 200.

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

☐ Complete the Accessibility Services Registration Form.
  o The Accessibility Services Registration Form can be found on the Dickinson State University website > Academics > Academic Resources > Student Opportunity and Resource (SOAR) Center > Accessibility Services. Or can be picked up from the Accessibility Coordinator in May Hall 200.

☐ Bring proper medical documentation of your disability to Accessibility Services office.
  o Along with your Accessibility Services Registration Form, specific medical documentation needs to be turned into the Accessibility 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.
  o 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 > Accessibility Services. Or student can pick up the Documentation Request Form from the Accessibility Coordinator, May 200.
  o Medical documentation will not be accepted from family members, walk-in clinics, or unqualified professionals.
  o Please note, medical documentation is required in order to assist the Accessibility Services Office in providing students with reasonable and appropriate accommodations.

☐ Schedule a time to meet with Accessibility Services.
  o Location: May Hall 200
  o Email: Makayla.Tysver@dickinsonstate.edu or dsu.accessibility@dickinsonstate.edu
  o Phone: (701) 502-4364
  o Fax: (701) 483-2942

☐ Receive Accommodation Letter.
  o After receiving the accommodation letter from the Accessibility Services Office, it is the student’s responsibility to distribute the accommodation letter to instructors.