

Accessibility Services Office 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 Student Affairs & Accessibilities Coordinator, Makayla Tysver, in May Hall 209B

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

- **Complete the Accessibility Services Registration Form.**
 - 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 Student Affairs & Accessibilities Coordinator, Makayla Tysver, in May Hall 209B.

- **Bring proper medical documentation of your disability to Accessibility Services office.**
 - 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.
 - 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 Student Affairs & Accessibilities Coordinator, May 209B.
 - 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 Accessibility Services Office in providing students with reasonable and appropriate accommodations.

- **Schedule a time to meet with Accessibility Services.**
 - Location: May Hall 209B
 - Email: Makayla.Tysver@dickinsonstate.edu or dsu.accessibility@dickinsonstate.edu
 - Phone: (701) 502-4364

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