

Disability Services Registration Process Chart

Step 1

- Student submits an application online (found on ODS website or by coming into the office) to start the registration process. Student submits documentation from a licensed professional in accordance to the documentation guidelines (found on website or in the office).

Step 2

- DS staff will follow up with the student to either schedule the intake meeting or request additional documentation. During the intake meeting, the student and DS Director or Coordinator will discuss reasonable accommodations that could be implemented based on the student's diagnosis, current functioning levels, and self report of access related barriers to academic success.

Step 3

- The DS Director and Coordinator will meet with the Academic Adjustment Evaluation Committee (AAEC) for final approval. This committee is comprised faculty members selected by the University Provost who are charged with providing professional and academic feedback.

Step 4

- Once approval is obtained from the AAEC, the accommodation letters will be emailed to each instructor with the student's Gatormail copied to the email.

Step 5

- Once accommodation letter has been sent to the instructor, academic accommodations now apply to the course.