St. Olaf College Disability and Access Center: Setting Up Accommodations

Step 1: Self-Identity
- Complete the Registration/Self-Evaluation form on the DAC website.
  - Complete online: stolaf.edu/asc/regform
  - Schedule in-person at the Academic Support Center (Buntrock Commons 108)
    or
  - Schedule online at stolaf.edu/asc, then click "Appointments"
    or
  - Schedule by phone (Call 507-786-3288)

Step 2: Schedule a 1-hour intake appointment with a DAC Specialist
- Develop a comprehensive accommodation plan with your specialist.
- Accommodations may include, but are not limited to:
  - A separate, low-distraction room for testing.
  - Acoustical attenuating earplugs for exams.
  - Notetakers for classes.
  - The ability to record lectures.
  - Alternate text formats (Audiobooks, Read and Write Gold, Braille, etc.)
  - A reader and/or scribe on exams.
  - Use of computer on exams.
  - Priority registration.
  - Support in breaking assignments into smaller parts.

Step 3: Gather and bring documentation to your intake appointment
- Documentation verifying a disability may be necessary for establishing accommodations. The following sources of documentation are collected and evaluated in determining reasonable accommodations.
  - Primary Documentation: Student's Self-Assessment
  - Secondary Documentation: Observation and Interaction
    - The impressions and conclusions formed by the Access Specialist during the intake interview is also an important form of documentation.
  - Tertiary Documentation: Info from External Sources (Doctor, Psychologist, Therapist, School)
    - Complete, current information about the disability from an appropriate third party is often helpful, and may be required depending on the disability and the situation. The Access Specialist will assist the student in determining what specific third party documentation is needed.

The student is a vital source of information regarding any "substantial limits of major life functions" the disability presents. A student's narrative of experiences of disability, the barriers, and effective or ineffective accommodations is an important tool which may be sufficient for establishing disability and a need for accommodation.

For documentation criteria, visit stolaf.edu/asc/documentation-criteria
For sources of psychological testing in Northfield and the Twin Cities, visit stolaf.edu/asc/assessment-resources