

## Registration Process

Students who wish to register to receive services from the Office for Disability Services should follow the procedure below.

1. Student provides documentation of disability to the ODS. Documentation requirements are determined by disabling condition. Three disability categories exist: medical disabilities, psychiatric disabilities, and learning disabilities. Attention deficit disorder is classified as a medical disability. In addition, students who are recent high school graduates may submit an evaluation report from their high school. Documentation should be mailed to:

Carole Kerper, Director  
Office for Disability Services, W-123  
Harrisburg Area Community College  
One HACC Drive  
Harrisburg, PA 17110

Or faxed to: 717-780-1115  
Attention: Director, Office for Disability Services

- 1) If a student wishes, he/she may schedule an informational visit to the campus and ODS prior to application and acceptance. ODS staff will schedule time to meet with prospective students and outline available services, discuss strengths, help the student evaluate potential majors (discussing specifically how the disability will affect performance in the area), and discuss accessibility of the campus.
- 2) ODS reviews documentation. If documentation is sufficient, the student will be contacted by phone or mail and invited to have an intake meeting where services will be determined. If documentation is insufficient, the student will be notified and will be requested to obtain additional information.
- 3) Student (and parent or support person if requested) will meet with the Director to determine specific services. Through use of the documentation and discussion, a service plan will be outlined. Student will be informed of rights and responsibilities regarding ODS.
- 4) The student will be asked to fill out a verification letter request, detailing their courses for the upcoming or current semester. **A verification letter request (green form) must be completed by the student each semester to continue receiving accommodations.**
- 5) Students may meet regularly or periodically with ODS staff for help with time management and other study skills as well as discussion of accommodations.