

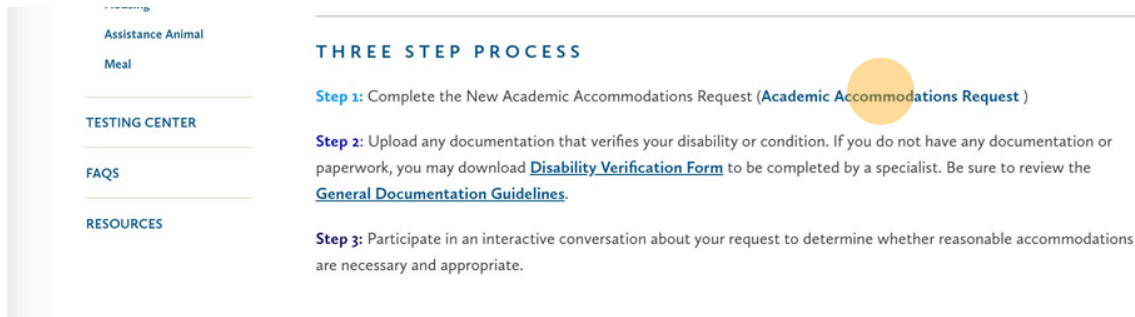
Step 1

Visit our website here: <https://www.wingate.edu/academics/student-support/disability-support-services>. Click on the plus sign next to “Accommodations ” then the type of accommodations you are requesting



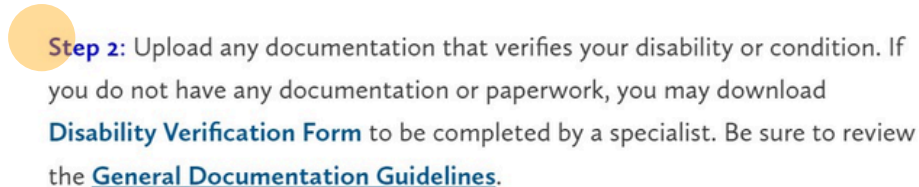
Step 2

It is a 3 step Process. Step 1: Complete Online Application



Step 3

Step 2: Upload or Email Supporting Documentation- Supporting documentation can be a doctors that follows guidelines or the disability verification form



Step 4

Complete all required field and submit application

The screenshot shows a web application interface with a sidebar on the left containing navigation icons. The main content area is divided into three columns:

- INTRODUCTION:** Contains a welcome message, instructions to complete the form, and a link to the Disability Support Services (DSS) website. It also lists examples of accommodations such as extended time on exams, note-taking services, and use of a computer.
- APPLICATION INFORMATION:** Includes a 'Start Term' dropdown menu set to '2024 - Fall' and a 'SIGN OUT' button.
- PERSONAL INFORMATION:** Contains input fields for 'First Name', 'Preferred Name', 'Middle Name', and 'Last Name'. It also features a 'School ID' field with a yellow warning message: 'Hint: Enter 9 alpha numeric characters.' Below this are fields for 'Birth Date' (with a calendar icon) and 'Gender' (with a dropdown menu).

At the bottom of the form, there is a 'CONTACT INFORMATION' section with fields for 'Wingate Email', 'Primary Phone Number', and a country dropdown menu set to 'United States of America (US)'.

Step 5

Step 3: Look out for an email from access@wingate to schedule a meeting

Subject: [DSS] Schedule Intake Meeting-AW

Email Content:

Dear [REDACTED]

Thanks for submitting your application. Requesting accommodations is a simple three-step process. You have finished step one and two.

The third step in our process will be to schedule an intake conversation.