

### **Office of Special Services (OSS) Supportive Services to Professional and Continuing Studies**

Any Professional and Continuing Studies (PCS) student that has identified themselves as having a disability should be referred to the Office of Special Services, Frese Hall 111, to see the Director. The process will be as follows:

- A student that identifies themselves as disabled must present official documentation identifying the disability to OSS for processing.
- If appropriate, the OSS Director will recommend an accommodation to the PCS Department, such as providing a note taker or accommodation related to testing, such as extended time, offer a quiet setting for testing, or modified testing conditions, and altering the test to address the disability and will advise the work with PCS on how to provide such accommodations.
- If the student does not have documentation but has a history of receiving accommodations and having a disability, the student will be placed in the temp list for the semester and will receive accommodations according to the disability. The student will have the entire semester to receive accommodations while obtaining documentation that identifies the disability.

The OSS Director will advise the Professional and Continuing Studies department Director on the accommodations required by the student; after the review of documentation and discussion with the student.

Additionally, OSS offers training sessions to inform the staff and faculty on understanding disabilities and the regulations and law pertaining to accommodations and accessibility. PCS staff and faculty are welcome to attend such session. PCS specific sessions can also be arranged from time to time.

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