



Disabilities Services Request for Accommodation, Auxiliary Aids, and/or Services

This form is considered an official request for consideration of reasonable accommodations and should be submitted to the Disabilities Services Officer at least ten (10) business days before the beginning of the academic semester in which the accommodations are needed or as soon as the need arises. Documentation of the disability supporting the request for accommodations must also be submitted. Return by mail, fax, or email as an attachment to Norm Stephenson, Disability Services Officer (DSO), Western Nebraska Community College, 1601 East 27th Street, Scottsbluff, NE 69361; fax 308.635.6023, email *stephens@wncc.edu*.

You must request accommodations **for each** semester that they are needed. Returning students with an Initial Request for Accommodations on file in the Disabilities Services Office will need to make an appointment with the DSO to discuss current needs.

To qualify for accommodation under the Americans with Disabilities Act (ADA), an individual must be a person who has a physical or mental impairment that significantly limits or restricts a major life activity such as hearing, seeing, speaking, walking, breathing, performing manual tasks, caring for oneself, learning, and/or working. An individual with a disability must also be able to meet the requisite technical and academic standards, considered "otherwise qualified," to be admitted to the WNCC programs of study.

Student Name _____ Birth date _____

Street Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Email _____

Academic Program _____

Disability or disabling condition _____

Choose ONE Semester Summer 20 _____ Fall 20 _____ Spring 20 _____

Campus Alliance _____ Scottsbluff _____ Sidney _____ Online _____

I am requesting the following services, accommodations, and/or auxiliary aids for this semester:

Testing:

- Extended Time
- Test Reader
- Test Writer/Scribe
- Distraction Reduced Environment
- Alternative Format

Classroom:

- Note taker
- Recording Device
- Do you have your own recorder? Yes No
- Typist/Transcription
- Sign Language Interpreter

Other:

- Priority Registration
- _____

Alternative Format:

<p>Textbooks:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Audio <input type="checkbox"/> Braille <input type="checkbox"/> E-Text <input type="checkbox"/> Enlarged Print 	<p>Class Handouts:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Audio <input type="checkbox"/> Braille <input type="checkbox"/> E-Text <input type="checkbox"/> Enlarged Print
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Do you have your own MP3 Player? Yes No

Adaptive Computer Equipment: _____

Other: _____

Item (s) / Equipment: (adj. table, adj. chair, assistive listening device, assistive technology, ergonomic keyboard, etc.)

Item	Course	Location	Height/Adjustment

1. *In your own words*, describe your physical, mental, or learning disability.

2. How does your disability affect your ability to interact in a classroom setting or online?

3. How does your disability interfere with your ability to successfully complete assignments, projects or exams?

4. What accommodations will you need to perform successfully in the classroom or online?

Student Signature _____ **Date** _____

Statement of Confidentiality

Western Nebraska Community College employees have an obligation to maintain confidentiality regarding a student’s disability. To that end, the Dean of Student Services or designee will provide information to Western Nebraska Community College staff and faculty only when necessary in evaluating and/or facilitating accommodations, auxiliary aids and/or services. Except where permitted by law, disability information will not be shared with non-Western Nebraska Community College employees without the student’s express written permission.

Accessibility Statement

Western Nebraska Community College seeks to make all programs and services, including electronic and information technology, accessible to people with disabilities. In this spirit, and in accordance with the provisions of Sections 504 and 508 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), the College provides students, faculty, staff, and visitors with reasonable accommodations to ensure equal access to the programs and activities of the College. Individuals with disabilities should contact the College's Disability Services Officer, Norman Stephenson, at stephens@wncc.edu or 308.635.6190 for assistance.