1. Complete the New Student Application on the Ability Services home page, https://www.uwrf.edu/AbilityServices/. If immediately available, supporting documentation should be submitted at this time.

2. Student independently contacts Ability Services to set up an Intake appointment. Call or stop by our office to check availability. It could take weeks to get accommodations established, so it’s best to not delay.

3. Student and Ability Services staff meet to discuss strengths, learning styles, and academic barriers. Staff will learn how the student’s diagnosis impacts academics. After the meeting, Ability Services staff will review documentation provided by the student. Documentation should be from a qualified professional(s) confirming the student’s disability and support reasonable academic accommodations requested. To be eligible, the student must have a documented disability as defined by the Americans with Disabilities Act, Section 504: a physical or mental impairment that substantially limits one or more major life activities, such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working. "Substantially limited" generally means that a person is unable to perform a major life activity that the average person in a general population can perform. The definition also considers any mitigating measures, such as medication, therapy, etc., the person is engaging in that may relieve the substantial limitations caused by the condition.

If a student is unable to provide documentation to support the need for accommodations, the student is not eligible for supports through Ability Services.

4. Ability Services staff determines if the student qualifies for reasonable accommodations. The information is shared with the student. At this time, the student has the opportunity to accept or refute the findings. A qualifying student will receive a Letter of Eligibility which states the approved reasonable accommodations. This letter is for student record only and moves you to the next, final step.

5. A final meeting with Ability Services staff is required. At this time, you’ll be introduced to the AS Connect platform in which you request a Faculty Notification Letter (FNL) be emailed to your current semester instructors. This is the time to inform them of your accommodations and provide them with insight on how you intend to use the accommodations throughout the semester. Knowing how to access and request your accommodations is explained during this meeting. Note the FNL does not disclose any confidential information regarding your diagnosis. Accommodations are not finalized until this step is complete.

6. Once the Faculty Notification Letter is shared with a professor, the student determines which approved accommodation to use in each class. Timely, respectful communication with the professor is most effective. We believe being one’s own advocate is a life-long reward. Building confidence and independence is encouraged and supported through the Ability Services office. The student always decides what personal information to share with the professor, if any. Ability Services is able to assist a student with disclosure if requested.

7. The student is eligible to receive their approved accommodations for the duration of continuous enrollment at UWRF. Students should assess their accommodations each semester to verify the proper supports are in place. It’s important to bring any concerns to us immediately. If we don’t hear from you, we assume all is going well and your accommodations are successfully being supported.