Requesting accommodations:

Step 1: Student schedules an appointment with DRS to complete a needs assessment.
Step 2: Student provides DRS with documentation of a complete diagnostic evaluation from an appropriate qualified professional. See website for Documentation Guidelines.
Step 3: Student requests accommodations in person, by phone or via e-mail

The time factor
Assessment, verification, and accommodation arrangements can take varying lengths of time. Student should plan ahead so that needs may be met in a timely manner.

DRS recommends that students contact them as soon as they have registered for your courses.

Instructors—

Faculty can be of assistance by:

- Announcing at the first class session that anyone with special needs who hasn’t yet contacted DRS is encouraged to do so. **Placing a similar statement in your syllabus is highly recommended.**
- Being aware that the **majority of disabilities are not visible**
- **Working with DRS on the accommodation of varying formats**, alternative styles, and equipment use for students with special needs
- Encouraging students to communicate their needs to DRS.
- **If problems arise, contact DRS in a timely manner and provide specific information** about the problem(s), example: course, book title, interpreter name, classroom location, etc...The more information we have the better we can provide a solution.

Ensuring equality

“No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of the services, programs, or activities of any public entity, or be subject to discrimination by any such entity.”

--Americans with Disabilities Act 1990

“No otherwise qualified, handicapped individual in the United States shall solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.”

--Rehabilitation Act 1973, Title V Section 504

**Western Washington University is an equal opportunity institution.**

We are committed to assuring that all programs and activities are readily accessible to all eligible persons without regard to race, color, religion, national origin, gender, age, disability, marital status, sexual orientation, Vietnam era or veteran status.

### Resources

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<thead>
<tr>
<th>Division of Vocational Rehabilitation</th>
<th>(360)-676-2125</th>
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<tr>
<td>Department of Services for the Blind</td>
<td>(800)-552-7103</td>
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<tr>
<td>Recording for the Blind</td>
<td>(800)-221-4792</td>
</tr>
<tr>
<td>Washington Talking Book and Braille Library</td>
<td>(800)-542-0866 or (206)-464-6930 (V/TTY)</td>
</tr>
<tr>
<td>US Department of Education Office of Civil Rights</td>
<td>(206)-220-7900 or (206)-203-7907 (TTY)</td>
</tr>
<tr>
<td>Washington State Human Rights Commission</td>
<td>(800)-233-3247 or (800)-662-2755 (V)</td>
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or (800)-300-7525

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