# Process for Securing Disability Accommodations

### **1. Complete our online**[**Student Access Application**](https://denali.accessiblelearning.com/WVC/) **at www.wvc.edu/StudentAccess.**

### **2. Submit Supporting Medical Documentation.**

WVC Student Access Services typically requires students who are seeking accommodations on the basis of disability to provide documentation from a qualified healthcare professional.  This documentation serves three purposes:

* To establish that the student can be considered a person with a disability, and therefore is eligible for protection against discrimination on the basis of disability.
* To supplement information from the student’s narrative regarding the impact of their disability.
* To inform the development of an individualized accommodation plan designed to facilitate equal access to Wenatchee Valley College’s services and environments.

### Helpful information to include in the supporting medical documentation:

* credentials, contact information and signature of the qualified medical provider
* treatment history with the provider, such as frequency of visits, last appointment, and length of treatment
* name of the medical condition and diagnostic methodology used to establish it
* *thorough* description of *current* symptoms and the impacts of the disability
* Describe expected progression, episodic nature or stability of the medical condition

### **3. Complete an Intake Interview.**

It can take up to 15 business days to review your accommodation request and medical documentation. Once your request has been reviewed, you will be invited to schedule an Intake appointment to further discuss the impacts of your condition and appropriate accommodations.

### **4. Send Accommodation Notifications to Your Instructors.**

At the beginning of every quarter, please, log in to [Student Access Services Portal](https://wa150.ctclink.us/) to inform instructors of your accommodations. You can find more information about this on the [Student Access Services Portal webpage](https://www.wvc.edu/students/support/disability-services/Student-access-services-portal.html).

**It is crucial that you follow up with your instructor after sending the Accommodation Notification to discuss how your accommodations will be implemented in their particular course.**This can be done in-person after class, through email, Canvas mail, or during your instructor’s office hours.