

Process for Securing Disability Accommodations at Wenatchee Valley College

[This video](#) provides an in-depth walk through of the process for securing disability accommodations.

- **Skip to a Section** by clicking the upward facing arrow, located at the bottom center of the video player.
- **Closed Captioning** may be toggled on and off by clicking CC in the lower right corner of the player.
- **Playback speed** can be adjusted by clicking the settings wheel.

Disclosure of disability is voluntary in higher education. For this reason, SAS staff do not know about your disability unless you request services. Requesting information during the admissions process at WVC does not secure your connection with our office. You must reach out, submit an application, and meet with us to determine accommodations if you'd like to receive accommodations at WVC.

A disability, under [the American's with Disabilities Act \(as amended\)](#), is [defined](#) as any physical or mental impairment that substantially limits one or more major life activity of an individual. This includes people who have a record of such impairment, or individuals who are regarded as having a disability. Permanent and temporary conditions may qualify for accommodations.

Accommodations may be requested at any time during your degree progression and at any point during the term.

However, **accommodations cannot be applied retroactively** and may take some time to coordinate. We recommend applying for accommodations early in your education.

Accommodations can take anywhere between 1-5 weeks to establish (depending on time of year, nature of accommodations, documentation submission, etc.).

[LEARN MORE ABOUT POTENTIAL ACCOMMODATIONS](#)

READY TO GET STARTED?

STEP 1 - Submit Application

Complete an online application. Select the best option below:

- **Current WVC Students** should complete a [Student Access Portal Application](#).
 - You will be asked to login with your student email and password. If you don't know this information, read more about it on the [IT Helpdesk website](#) or reach out to us for support.
- If you are **NEW to WVC** and don't have a Student Email Address yet, you may use our [NEW Student Accommodation Application](#).

STEP 2 - Submit Documentation

Submit [supporting documentation](#).

SAS staff do our best to respond to applications and inquiries quickly. To streamline the process, we encourage students to submit their documentation when completing the online application. However, documentation can be provided after submitting your application if needed.

Please note: during times of high traffic, it may take up to 15 business days to process your documentation. We do our best to act fast, but please plan accordingly.

STEP 3 - Check Your Email/Voicemail

We may request additional documentation or send an invitation to schedule an intake appointment.

If we don't hear back after 2-3 attempts (email and/or phone calls), we will archive your application. Don't worry, archived applications are easy to retrieve! This just means we won't be making efforts to reach you anymore unless you contact us.

Reach out anytime you want to resume the process.

STEP 4 - Meet for an Appointment

Meet with our Student Access Manager virtually or in person. We'll discuss your disability, educational goals, your application responses, questions, possible accommodations, and how to use your approved accommodations. This interactive conversation typically takes about 60 minutes, but follow-up may be necessary.

Following this appointment, you may receive additional information about your accommodations, referrals, resources, and/or explanations of denial. Please follow-up with our staff if you have remaining questions or do not understand how to use your accommodations if they are approved.

STEP 5 - Using Your Accommodations

Once your accommodations are approved, **it's your responsibility to communicate with your instructors and request accommodations in the Student Access Portal every quarter.** Accommodations are an interactive and ongoing process. We expect students to remain engaged and update our office with changes to needs.

Our office is here to help, but students are expected to take ownership of their needs. For suggestions and guidance, check out our [Resources for Current Students page](#). Or, of course, reach out to us directly at sas@wvc.edu, 509-682-6854, or [schedule an appointment](#).

Did you know there are many free resources and optional tools to help students succeed? There are lots of supports at WVC, but many outside of WVC too! Student Access Services are about providing access, but there are plenty of options to build success for yourself!

Check out some of these [helpful links and resources](#) including disability-friendly study tips and scholarship opportunities.

Contact Student Access Services

- Staff:
 - [Jenna Floyd](#), Student Access Manager
 - [Nick Harris](#), Student Access Program Assistant
- Mailing Address:
 - Student Access Services
 - Wenatchee Valley College
 - 1300 5th street Wenatchee, WA 98801
- Physical Address:
 - Wenatchee Campus: Wenatchi Hall 2133
 - Omak Campus: Administrative Building
- Email: sas@wvc.edu
- Fax: 509.682.6811
- Phone: 509.682.6854
- [Book an appointment](#)