

NUMBER: OSDS 1.00

SECTION: Office of Student Disability Services

SUBJECT: Registration as a student with a disability and the provision of academic accommodations at USC Columbia

DATE: July 1, 2008

REVISED: January 1, 2014

Policy for: Office of Student Disability Services; Columbia Campus
Procedure for: Office of Student Disability Services; Columbia Campus
Authorized by: Karen Pettus
Issued by: Office of Student Disability Services

I. Policy

Any student who desires disability-related accommodations must be registered with the Office of Student Disability Services. Disability status is not retroactive, meaning an individual is not recognized by the university as someone with a disability during a time period in which he/she was not registered with the Office of Student Disability Services. Because disability status is not retroactive, it is important that any student with a disability, who desires to register, do so for his/her first semester of attendance. It can take between 2-3 weeks to register with the Office of Student Disability Services. The student may begin the registration process after being admitted to the university.

Student Disability Services will make every effort to provide reasonable accommodations for qualified students with disabilities; however registration as a student with a disability does not guarantee accommodations. With appropriate documentation accommodations may be approved on a case by case basis.

II. Procedure

A. Registration with Student Disability Services can be a complex and lengthy process for many reasons. Registration takes approximately 2-3 weeks. Therefore, students should start the registration process once they are admitted to USC and know they will attend.

B. In order to register as a student with a disability and apply for accommodations, students must provide an "Application for Registration with Student Disability Services" and documentation of their disability to the Office of Student Disability Services. The documentation must be from an appropriate physician or person licensed to make such a diagnosis. The documentation should follow our "guidelines for documentation." This documentation is used to determine whether the student can be registered as a student with a disability, and what

appropriate accommodations can be made based on the disability and its impact on the student's major life functions.

SEE OUR HOW TO REGISTER LINK on our website at www.sa.sc.edu/sds for the Online Application for Services and for information on Documentation Guidelines. To assist you in obtaining the documentation needed, the Office Student Disability Services recommends that you print the online guidelines and provide them to the qualified professional who is providing your documentation. Any student who has accessibility concerns with the How To Register links should contact the Office of Student Disability Services at 803-777-6142 or visit OSDS in 112A LeConte for assistance.

C. When both the online Student Application for Services Form AND documentation of disability are received, the file is forwarded to the appropriate Coordinator for review.

D. After a file is reviewed, Student Disability Services will send a letter to the student via email to the address indicated on the Student Application for Registration Form. A second email will follow if no response is received after the initial email.

1. The letter will address one of the following:
 - a. The student is ready for a Student Disability Services Orientation and can call Student Disability Services to schedule an Orientation meeting.
 - b. Additional documentation is needed. Upon receipt of any additional documentation submitted by the student, the file will be reviewed.
 - c. If the student's documentation does not meet eligibility criteria for the accommodations requested and no other documentation can be acquired, the student will be offered registration as a student with a disability without any accommodations.

III. Reason for Revision

Policy was revised on January 1, 2014 to reflect procedural changes.