NUMBER: OSDS 6.00

SECTION: Office of Student Disability Services

SUBJECT: Accessibility - Campus

DATE: July 1, 2007

REVISED: January 1, 2012

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
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I. Policy

Students with disabilities who may need assistance with accessibility issues on campus should
register with the Office of Student Disability Services (OSDS). OSDS will work with the student and
appropriate campus departments to address accessibility concerns. Accessibility concerns may
include, but are not limited to: classrooms, buildings, desks, on-campus transportation, and outdoor
areas.

II. Procedure

Students with physical disabilities who have an accessibility concern should put the concern in
writing. A concern may be reported via the OSDS Accessibility Request Form
https://sawebdev.wufoo.com/forms/accessibility-support-request-form, by email, or by letter to
"Office of Student Disability Services, University of South Carolina, 112A LeConte, Columbia, SC
29208." Any student who has accessibility concerns with this online form should contact OSDS at
777-6142 or visit OSDS in 112A LeConte for assistance.

Students may also call 777-6142 or visit 112A LeConte to report an accessibility concern, however
the student will also be asked to put the concern in written format.

Classroom Accessibility:
Students registered with OSDS who may have accessibility concerns are encouraged to view each
classroom before registering for classes each semester. Students registered with OSDS can schedule
their classes in locations that are accessible to them by participating in the OSDS Early Course
Registration. If a student's specific section of a class is not accessible, the student should contact
Student Disability Services to address the concern. Student Disability Services may request that the
class location be moved. It is important that the student address any accessibility issues with OSDS
when registering for the class so that time is available to adequately address the concern.

Accessible Desks:
If a student registered with OSDS views the desks in a classroom and determines that an accessible desk is needed in the room, the student may request an accessible desk online at:
https://sawebdev.wufoo.com/forms/r7x1q9

Any student who has accessibility concerns with this online form should contact OSDS at 777-6142 or visit OSDS in 112A LeConte for assistance.

Desks should be requested at least one month prior to the first day of classes. The student must inform OSDS of any problems they experience with an accessible desk.

Adaptive Transportation:
Students registered with OSDS who have disabilities affecting mobility may on a case by case basis be approved for use of the Adaptive Transportation on campus. The campus shuttle system is accessible to many students with disabilities, but some students with disabilities affecting mobility may use the Adapted Van instead of the campus shuttle system. The Adapted Van is equipped with a wheelchair lift and is managed by Vehicle Management. When a student is approved by OSDS to use Adaptive Transportation, Student Disability Services contacts Vehicle Management with the name of the approved student after the student's Disability Services Orientation. Approved students may then contact Vehicle Management to schedule rides.

Handicapped Parking:
Students who would like to apply for a university handicapped parking sticker should contact Parking Services.

III. Reason for Revision

Revised on January 1, 2012, to reflect current policies & procedures.