



# Disabilities Services Request for Accommodation, Auxiliary Aids, and/or Services

This form is considered an official request for consideration of reasonable accommodations and should be submitted to the Disabilities Services Officer at least fourteen (14) business days before the beginning of the academic semester in which the accommodations are needed or as soon as the need arises. Documentation of the disability supporting the request for accommodations must also be submitted. Return by mail, fax or email as an attachment to Norm Stephenson, Disability Services Officer (DSO), Western Nebraska Community College 1601 East 27th Street, Scottsbluff, NE 69361; fax 308.635.6732, email stephens@wncc.edu.

You must request accommodations **for each** semester that they are needed. Returning students with an Initial Request for Accommodations on file in the Disabilities Services Office will need to make an appointment with the DSO to discuss current needs.

To qualify for accommodation under the Americans with Disabilities Act (ADA), an individual must be a person who has a physical or mental impairment that significantly limits or restricts a major life activity such as hearing, seeing, speaking, walking, breathing, performing manual tasks, caring for oneself, learning, and/or working. An individual with a disability must also be able to meet the requisite technical and academic standards, considered "otherwise qualified," to be admitted to the WNCC programs of study.

Student Name \_\_\_\_\_ Birth date \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_  
Academic Program \_\_\_\_\_  
Disability or disabling condition \_\_\_\_\_

**Choose ONE Semester** Summer 20\_\_\_\_ Fall 20\_\_\_\_ Spring 20\_\_\_\_

**Campus** Alliance \_\_\_\_ Scottsbluff \_\_\_\_ Sidney \_\_\_\_ Online \_\_\_\_

I am requesting the following services, accommodations, and/or auxiliary aids for this semester:

Testing:  
 Extended Time  
 Test Reader  
 Test Writer/Scribe  
 Distraction Reduced Environment  
 Alternative Format  
Classroom:  
 Note taker  
 Recording Device  
Do you have your own recorder?  Yes  No  
 Typist/Transcription  
 Sign Language Interpreter  
Other:  
 Priority Registration  
 \_\_\_\_\_

Alternative Format:  
Textbooks:  
 Audio  Braille  
 E-Text  
 Enlarged Print  
Class Handouts:  
 Audio  
 Braille  
 E-Text  
 Enlarged Print  
Do you have your own MP3 Player?  Yes  No  
Adaptive Computer Equipment: \_\_\_\_\_  
Other: \_\_\_\_\_

**Item (s) / Equipment:** (adj. table, adj. chair, assistive listening device, assistive technology, ergonomic keyboard, etc.)

Item	Course	Location	Height/Adjustment

1. *In your own words*, describe your physical, mental, or learning disability.

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2. How does your disability affect your ability to interact in a classroom setting or online?

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3. How does your disability interfere with your ability to successfully complete assignments, projects or exams?

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4. What accommodations will you need to perform successfully in the classroom or online?

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**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Statement of Confidentiality**

Western Nebraska Community College employees have an obligation to maintain confidentiality regarding a student's disability. To that end, the Dean of Student Services or designee will provide information to Western Nebraska Community College staff and faculty only when necessary in evaluating and/or facilitating accommodations, auxiliary aids and/or services. Except where permitted by law, disability information will not be shared with non-Western Nebraska Community College employees without the student's express written permission.

**Accessibility Statement**

Western Nebraska Community College seeks to make all programs and services, including electronic and information technology, accessible to people with disabilities. In this spirit, and in accordance with the provisions of Sections 504 and 508 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), the College provides students, faculty, staff, and visitors with reasonable accommodations to ensure equal access to the programs and activities of the College. Individuals with disabilities should contact the College's Disability Services Officer, Norman Stephenson, at [stephens@wncc.edu](mailto:stephens@wncc.edu) or 308.635.6190 for assistance.