

Steps to Transition and the Accommodation Process at Elms

Welcome to Elms College! The following information is for students with disabilities planning to request accommodations while attending Elms College; this information applies to all students no matter the campus location.

The outline below describes the process for identifying yourself to Student Accommodations and Support Services staff, how eligibility is determined, and how to access accommodations.

Step 1 – Identify Yourself to the Student Accommodations and Support Services (S.A.S.S.) Staff:

Complete the Student Accommodations and Support Services (S.A.S.S.) Intake/Request for services Form and return the signed completed form directly to S.A.S.S. staff. The form is available on the S.A.S.S. website, please download the form as needed- you may submit the form via fax or email but please mail the official signed copy as well.

Step 2 – Submit supporting documentation

Submit current documentation of a disability directly to the Office of Student Accommodations and Support Services (S.A.S.S.).

Documentation guiding principles can be viewed on our website:

- In general terms, IEP's and/or 504 plans from high school may **not** be **sufficient** documentation to determine disability and eligibility for accommodations.
- *Do not assume* your high school has forwarded your documentation.

All newly submitted documentation for incoming students is reviewed by S.A.S.S. staff. If documentation is insufficient, you will receive an email, once our office has both the intake form AND the supporting documentation, the email letter will describe why and what is needed in order to determine disability status.

If documentation is sufficient and determines eligibility, you will receive an email requesting a Welcome Meeting with the S.A.S.S. Director.

The S.A.S.S. office will use your Elms student email address only for official communication.

Step 3 – Schedule a Welcome Meeting

It is the student's responsibility to respond to the Welcome Meeting Request and/or connect with the Office of S.A.S.S. Director and discuss what they feel is needed to accommodate their disability.

Welcome meetings are available via WebEx, in person, and in some cases by phone.

Important Fact: Faculty and Staff are under no obligation to accommodate a student until they are supplied with a Letter of Accommodation form generated through the Office of Student Accommodations and Support Services.

Step 4 – Stay in Touch - Communicate, Communicate, Communicate!

S.A.S.S. does not monitor student performance. It is expected that if a student is experiencing personal, academic or accommodation related difficulties they will communicate with the Office of Student Accommodations and Support Services (S.A.S.S.) and seek additional assistance as needed. Support is always available.

Additional campus supports:

- Academic Resource Center
- Brain Fuse
- Health Center
- Counseling Center-the director may have community resources available to share with you.

For additional information about S.A.S.S. please contact:

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