



## Student Accommodations and Support Services (SASS)

### Steps to Transition and the Accommodation Process at Elms College

Welcome to Elms College! The following information is for students with disabilities who plan on utilizing accommodations while at Elms, this information applies to all students no matter the campus location. The outline below describes the process for identifying yourself to the 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 (SASS) Staff:

Complete the Student Accommodations and Support Services (SASS) Intake Form and return the signed completed form directly to SASS staff.

#### Step 2 – Submit supporting documentation:

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

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 SASS 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 SASS Director.

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

#### Step 3 – Schedule a Welcome Meeting:



Student Accommodations & Support Services  
Alumnae Library  
Telephone: 413-265-2333  
Email: [hendersont@elms.edu](mailto:hendersont@elms.edu)  
Director, Tynisha Henderson

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

Typically, students make an appointment with our office within the first couple of weeks of the semester. However, SASS welcomes meeting with students over the summer if it is felt this would be helpful to the transition process. At this initial meeting, staff will work with students to determine what accommodations are needed and reasonable within the context of the courses they are taking.

***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!**

SASS 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 (SASS) and seek additional assistance as needed. Support is always available.

#### **Additional campus supports:**

- Health Center
- Counseling Center
- Academic Resource Center
- Brain Fuse