

## How to Register

### STEP ONE: Send Disability Documentation to Cincinnati State

Students seeking accommodations in their coursework or any other testing (TEAS, Accuplacer, etc.) may submit current documentation of their disability (within past 5-years) to the Office of Disability Services (ODS) via fax 513-569-4744, email (pdf file format only) or postal mail.

Acceptable forms of documentation include:

- IEP (Individualized Education Plan)
- ETR (Evaluation Team Report)
- 504 Plans
- [Disability Verification Form](#) (found on the ODS webpage)

### STEP TWO: Confirmation of Documentation Receipt

After documentation is received, ODS will send a confirmation email along with next steps to the student's Cincinnati State email account (Surge mail).

### STEP THREE: Advising & Registering for Classes

Students should see an advisor for assistance with determining the appropriate courses.

Academic Offices:

Business Technology: 513-569-1620

Engineering & Innovative: 513-569-1743

Health & Public Safety: 513-569-1670

Humanities & Sciences: 513-569-1700

Middletown: 513-217-3700

### STEP FOUR: Schedule In-take Meeting with ODS Manager

Students should contact ODS to schedule an appointment to discuss accommodation for their classes.

A semester verification of accommodations letter is generated and sent via email to the student's instructors with the student in copy shortly thereafter.

The student is now fully registered with the Office of Disability Services.

### For more information

Visit us on the web: [www.cincinnati-state.edu/disability-services](http://www.cincinnati-state.edu/disability-services)

Or email us: [disabilities@cincinnati-state.edu](mailto:disabilities@cincinnati-state.edu)