

How to Register

STEP ONE: Documentation

Contact your high school intervention specialist for their assistance with submitting current documentation (within the past 3 years) of your disability to ODS.

Acceptable forms of documentation include:

- IEP (Individualized Educational Plan)
- ETR (Evaluation Team Report)
- 504 Plan

If you have not contacted your intervention specialist for their assistance with this process, pause here. This is a requirement for registration with this office.

STEP TWO: Document Review & Processing

Documentation is reviewed by the ODS Manager to determine appropriate accommodations for you, the student in a post-secondary educational setting.

If Taking CCP Classes at Your High School

- Your accommodations information is sent to the intervention specialist to share with you and your CCP instructors.

If Taking Classes Hosted at CState

- Check your CState surge mail for confirmation of your disability documentation receipt.
- Schedule an intake meeting with the ODS manager to discuss and establish accommodations for your coursework.
- A semester accommodations letter is generated and emailed to your instructor with you, the student included in copy.

The student is now registered with Disability Services.

Taking CState Classes in a Future Semester?

ODS registered students may request their accommodations letter via the Accommodations Letter Request e-form. This form can be found on the Disability Services web page.

Disability Services encourages students seeking accommodations in their CCP coursework to start this process early to ensure they are in place at the start of the semester. Don't delay, connect with your high school intervention specialist today!

For more information

Visit us on the web: www.cincinnati-state.edu/disability-services

Or email: disabilities@cincinnati-state.edu