

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 Plan
- [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

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

Academic Offices:

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| • Business Technology | 513-569-1620 |
| • Engineering & Information | 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 accommodations for their classes. A semester verification of accommodations letter is generated shortly thereafter and sent via e-mail to the student's instructors with the student included in copy.

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

Disability Services encourages students seeking accommodations in their coursework to start this process early to ensure they are in place at the start of the semester.

For more information

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

Or e-mail us: disabilities@cincinnati-state.edu