

How to Register

Students seeking accommodations in their coursework or any other testing (TEAS, Accuplacer, etc.) are required to register with the Office of Disability Services (ODS) beforehand.

STEP ONE: Submit your accommodations registration request using the link provided below. Be sure to attach your supporting documentation.

Acceptable forms of documentation include:

- IEP (Individualized Education Plan)
- ETR (Evaluation Team Report)
- 504 Plan
- [Disability Verification Form](#) (for those diagnosed later in their academic career)

No photos or screenshots of documentation will be accepted.

Click here: [Academic Accommodations Registration Request Form](#)

STEP TWO: Document Review & Processing

- Following review, ODS will send a confirmation email along with next steps to your Cincinnati State e-mail account (Surge mail).
- If additional documentation is required, you will be also notified through your Cincinnati State email and a new e-form request will need to be submitted.

STEP THREE: Advising & Registering for Classes

- Students should meet with 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

- Once you've registered for classes, contact ODS to schedule an appointment to discuss your accommodations.
- After accommodations have been approved, a semester verification of accommodations letter will be generated and sent to your Cincinnati State e-mail to send to your instructor. Please allow 5 school days for letter processing.

For more information

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

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