

## 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 one (or more) of the following:

- IEP (Individualized Education Plan)
- ETR (Evaluation Team Report)
- 504 Plan
- Accommodation Letter from another College/University
- [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:

- |                             |              |
|-----------------------------|--------------|
| • 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](http://www.cincinnati-state.edu/disability-services)

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