Cincinnati State
OFFICE OF DISABILITY SERVICES

New College Credit Plus (CCP) students who wish to receive academic accommodations for the start of the semester should begin the process of registering with Disability Services as soon as possible. Processing can take up to ten school days.

How to Register

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

Acceptable forms of supporting documentation include:

- IEP (Individualized Educational 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

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

If You Are Taking CCP Classes at Your High School or Asynchronous Online Classes:

- After accommodations have been approved, a semester "Student Verification of Accommodations Letter" will be sent to you via your **Cincinnati State email** to provide to your CCP instructor within the first week of classes, or within one week of letter receipt. Please allow 5 school days for letter processing.

If You Are Taking Classes on a CState Campus:

- An intake meeting request will be sent to your **Cincinnati State email** with next available appointment options to **schedule** your meeting with the Disabilities Services Manager.

- After accommodations have been approved, a "Student Verification Accommodation Letter" will be sent to your **Cincinnati State email** to provide to your instructor within the first week of classes, or within one week of letter receipt. Please allow 5 school days for letter processing.

If You Are Taking CCP Classes at Your High School (or Asynchronous Online Classes) and Classes at a CState Campus:

- The process for taking classes at a CState Campus will apply.

If Additional Documentation is Required:

- Next steps for providing acceptable documentation will be sent to your **Cincinnati State email.**

For more information

Visit us on the web: www.cincinnatistate.edu/disability-services
Or email: disabilities@cincinnatistate.edu