Student Guide to Requesting Accommodations for Disability Needs

1. **Complete** a St. Cloud Technical and Community College (SCTCC) "Application for Disability Services" requesting needed accommodations. Forms are available at www.sctcc.edu/disability or by contacting the Judy Jacobson Berg, Counselor for Students with Disabilities jjacobsonberg@sctcc.edu.

2. **Obtain documentation** of your disability. The documentation must be current, appropriate information that provides a diagnosis of the disability. See "Disability Documentation Guidelines" at www.sctcc.edu/disability for more information. These documents are held in a confidential file in order to help us better meet your accommodations needs.

3. **Provide** documentation and your completed "Application for Disability Services" to: Judy Jacobson Berg, Counselor, SCTCC, 1540 Northway Drive, St. Cloud, MN 56303 or jjacobsonberg@sctcc.edu (Note: The Application and Documentation may be sent through email however, email is not guaranteed as a secure method of communication.)

4. **Schedule an appointment** to meet with the Judy to review your Accommodations Plan and discuss the process for utilizing appropriate accommodations. Call 320-308-5089 voice, TTY users may use MN Relay at 711 to reach the campus to schedule.