



# Office of Accessibility Resources

## Registering with the Office of Accessibility Resources

Shippensburg University is committed to serving all students, including those with disabilities. The Office of Accessibility Resources (OAR) coordinates accommodations and services for students with documented disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. The ADA defines a disability as a physical or mental impairment that substantially limits one or more major life activities.

Examples of disabilities include, but are not limited to:

- Specific Learning Disability (e.g., reading, writing, math, language)
- Medical conditions (e.g., diabetes, seizure disorder, immune disorders, arthritis, cancer)
- ADHD
- Physical mobility/motor impairments (use of assistive devices, wheelchair, adaptive furniture)
- Autism Spectrum Disorder
- Mental health diagnoses (e.g., Generalized Anxiety Disorder, Major Depressive Disorder, PTSD, Bipolar)
- Vision impairment/blindness
- Traumatic brain injury/Post-concussion syndrome
- Hard of Hearing/Deafness
- Temporary disabilities- disabilities existing only for a short period of time (6-months or less) as a result of injuries, surgery, or short-term medical conditions

## Step 1: Complete an Accommodation Request

The first step in **requesting accommodations** is to self-identify as a student with a disability. To request accommodations, please complete the [Accommodation Request Form](#). This form is also located on the website at [ship.edu/oar](http://ship.edu/oar).

## Step 2: Provide Documentation

To evaluate accommodation requests, the Office of Accessibility Resources will need information about how the disability is likely to impact the student while they are completing course work at Shippensburg University. Disability related documentation should provide information on the functional impact of the disability so that effective accommodations can be identified.

The documentation required varies according to the type of disability. Documentation can include, but is not limited to a psychological evaluation, an IEP or 504 Plan from high school, or a summary letter from a treating medical professional.

A summary letter should be typed on professional letterhead and include the following:

1. Diagnosis
2. History of the condition
3. Current treatment regimen, including medication
4. Impact of the disability on the individual in the higher education environment
5. Recommended accommodations

Documentation can be submitted to the office through the following ways:

1. It can be attached to the [Accommodation Request Form](#).
2. Faxed to the Director's attention at 717-477-4094
3. Sent as an email attachment to [oar@ship.edu](mailto:oar@ship.edu)
4. Mailing address:  
Office of Accessibility Resources  
Mowrey Hall 252  
1871 Old Main Dr.  
Shippensburg, PA 17257

### Step 3: Intake Meeting

After the request and documentation are submitted and reviewed by our professional staff, the student will receive an email (student's Ship email address) to schedule an Intake Meeting in our office.

The purpose of the intake meeting is to learn first-hand, from the student, what functional limitations the student experiences and what accommodations the student will need. This interactive process allows both the student and either the OAR Director or Assistant Director to work together to determine the most appropriate accommodations for the student. Accommodations are not put in place until this meeting has been completed.

Accommodations are approved on a case-by-case basis. This may include, but is not limited to:

1. Extended time for tests
2. Alternate testing sites
3. Note-taking services
4. Textbooks in alternate format
5. Enlarged print
6. Audio Recording of Lecture
7. Reader/scribe/laptop for exams
8. Priority scheduling
9. Notification of faculty
10. Housing accommodations