

HOW TO ACCESS DISABLED STUDENT SERVICES

4 STEPS TO ACCESSING SERVICES

STEP 1: Make an appointment with Disability Services Staff

****Students are solely responsible for contacting Disability Services staff to request any accommodations or services.****

Contact info:

MAIN/CRANBERRY/BROCKWAY/ARMSTRONG

Greg Mason, DSS Coordinator
Phone: 724-287-8711 ext. 8327
Email: greg.mason@bc3.3edu

LINDENPOINTE/LAWRENCE CROSSING

Jennifer Loue, Assistant DSS Coordinator
Phone: 724-287-8711 ext. 8342
Email: jennifer.loue@bc3.edu

STEP 2: Complete and Return Application

****Pages 2 & 3 of this Packet****

STEP 3: Begin to Gather Documentation of Disability:

Written third party documentation is usually required **before** services can be provided. Students are encouraged to bring documentation with them to their appointment with disability services staff **or** have it faxed/mailed in prior to their appointment. Students can use 1 of the 3 release (**pages 4,5 & 6 of this packet**) Students must take that release to appropriate provider ie: high school, treating physician, therapist, former college/university attended to allow permission for that provider to release your records. These releases **do not** get returned to disability services staff.

****This step will aid disability service staff, ensuring accommodations are available at the start of the semester.****

STEP 4: ATTEND scheduled appointment/obtain MEMO

****Important to note that the process is not complete until you have your unique memo in your hands****