

## **OFFICE OF ACCESS AND DISABILITY RESOURCES (ADR)**

### 4 STEPS TO ACCESSING ACCOMMODATIONS

**STEP 1:** Complete and return Interest/Request Form

**STEP 2:** Schedule an Initial meeting with ADR staff to discuss request

Contact info by site:

**BC3 @ Main & BC3@Brockway:**

Jenn Loue, Coordinator of Access & Disability Resources, phone: 724- 287-8711 ext. 8327

[jennifer.loue@bc3.edu](mailto:jennifer.loue@bc3.edu)

**BC3 @ Lawrence or LindenPointe:** Student Success Coach, 724- 287-8711 ext. 8342

**BC3 @ Armstrong or Cranberry:** Ryan Kociela, Student Success Coach, 724- 287-8711 ext. 8460

[ryan.kociela@bc3.edu](mailto:ryan.kociela@bc3.edu)

**STEP 3:** Begin to Gather Documentation of Disability:

Written third party documentation is usually required **before** services can be provided. If you had an IEP in high school this will be acceptable documentation. Other types of documentation may be provided include the following: treating physician, therapist, and former college/university attended. ***\*This step will aid ADR staff, ensuring accommodations are available at the start of the semester.***

**STEP 4: ATTEND** appointment/obtain MEMO/Learn to use approved accommodations

### ***Important Reminder:***

***In the college setting, students must identify to our office utilizing the steps outlined above that they are someone with a disability and wish to access accommodations.***

***Accommodations cannot be provided until the steps outlined above are complete and you have your unique memo in hand.***