

## **PROCEDURES TO REQUEST TESTING ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

**Disability Services Office (DSO)**  
[Disability.Services@sunywcc.edu](mailto:Disability.Services@sunywcc.edu)

Students with disabilities, who have submitted documentation, are required to sign up for services **EACH** semester to notify current professors of accommodations. It is advisable to register during the first week of classes. Accommodations do not carry over from one semester to the next and are NOT retroactive.

### **Step 1: Request for Referral to Faculty**

Fill out the online Request for Referral to Faculty using the following link:

<https://www.sunywcc.edu/student-services/disability-services/request-for-referrals-to-faculty/>

### **Step 2: Referral to Faculty**

The DSO will confirm your documentation, will notify your professors via email of your approved accommodations. You will receive a confirmation email from the DSO after the email has been sent to your professor. Be sure to discuss your accommodations with your professors at the BEGINNING of the semester and prior to each exam/quiz to ensure your accommodations are in place.

### **Step 3: Other Testing Accommodations**

If you require accommodations other than extended time or use of calculator, please contact [Disability.Services@sunywcc.edu](mailto:Disability.Services@sunywcc.edu) with any questions or concerns.

**Please note: As per the WCC policy, ALL email correspondence will be via SUNYWCC accounts for students, faculty, and staff.**