

Policy Number: LODS 1.00  
Department: Disability Services  
Subject: Registration as a Student with a Disability at USC Lancaster  
Registration for accommodations as a student with a disability at USC Lancaster  
Date: July 19, 2010  
Policy for: Office of Disability Services-Lancaster Campus  
Procedure for: Office of Disability Services-Lancaster Campus  
Authorized by: Walt Collins  
Issued by: Office of Disability Services

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## I. Policy

Any student who prefers to be registered as a student with a disability must be registered with the Office of Disability Services (ODS). Disability status is not retroactive; therefore the University does not recognize an individual as someone with a disability during a time period in which he/she was not registered with the ODS. Because disability status is not retroactive, it is important for any disabled student who prefers to register as a student with a disability to register for these services prior to his/her first semester of attendance. Required documentation is necessary for registration and accommodations, and the timeliness of registration is dependent upon the speed at which ODS is provided with the required documentation. Students can only register with disability services after they are admitted to the University.

The Office of Disability Services will make every effort to provide reasonable accommodations for qualified students with disabilities; however, registration as a student with a disability does not automatically guarantee accommodations. Accommodations are approved with appropriate documentation on a case by case basis.

## II. Procedure

Registration with the Office of Disability Services can be a complex and lengthy process. Registration may take up to four to six weeks; therefore, students seeking registration and accommodations should start the registration process as soon as they are admitted to the University.

In order to register as a student with a disability and apply for accommodations, students must first complete the "USC Lancaster Office of Disability Services Request for Services" form. Students must also provide documentation of their disability to the ODS. Documentation requirements are specific to the disability, but in general documentation must be from a physician, licensed psychologist, or other person(s) licensed to make the appropriate diagnosis. Guidelines for documentation are provided by the ODS. These guidelines are used to determine whether a student is eligible to register as a student with a disability and also to determine what accommodations, if any, will be made based on the disability and its impact on the student's major life functions. Documentation requirements, as well as the online "Office of Disability Services Request for Services" form, can be accessed at <http://usclancaster.sc.edu/ODS>. In order to ensure that you obtain the specific

documentation required, the Office of Disability Services recommends that you print the online guidelines and present them to the qualified professional providing your documentation. Students who have accessibility concerns with the online registration links should contact the ODS at 803-313-7448, e-mail the ODS at [lancods@mailbox.sc.edu](mailto:lancods@mailbox.sc.edu), or visit Starr Hall 125a for assistance.

Once the “USC Lancaster Office of Disability Services Request for Services” **and** the documentation of the disability are received by the ODS, the file is given “completed” status and will be reviewed by the ODS. This review will determine if a student is eligible for registration as a student with a disability and if he/she is eligible for accommodations.

Upon completion of the review, the ODS will mail the student a letter to the address listed on the “Current Address” section of the “USC Lancaster Office of Disability Services Request for Services” form. The letter will inform the student of one of the following three conditions:

- 1) The student’s documentation qualifies him/her as a student with a disability. The student can then call the ODS to schedule an appointment to determine what accommodations, if any, are appropriate.
- 2) The committee needs additional documentation to verify that the student has a disability. Upon receipt of this documentation, the file will be reviewed by the ODS.
- 3) The documentation provided does not meet the criteria required to register as a student with a disability, and the student cannot register with the ODS.