# STUDENT ELIGIBILITY AND REGISTRATION FOR SERVICES AND ACCOMMODATIONS

Worcester State University and the Student Accessibility Services will provide services and accommodations to students who qualify under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) to participate in the programs and activities of the University. Student Accessibility Services is available to any student enrolled in a course (undergraduate, graduate, dual enrollment, matriculated, non-matriculated and older students).

Accommodations are services are determined on an individual basis through an interactive intake, documentation review and the student’s self-report of functional limitations. Rationale for each accommodation approved is supported by a qualified professional’s documentation and/or the student’s history of said accommodation.

To ensure the provision of reasonable disability-related accommodations and services to qualified students, students must self-identify, demonstrate eligibility, and register with SAS. Accommodations are not retroactive. Students register through the following steps:

**Self-identify and provide appropriate documentation**

* Students with documented disabilities who enroll at the University and who seek classroom, exam, or other accommodations must first self- identify directly with SAS and provide current and comprehensive documentation that demonstrates a substantial limitation to one or more major life activities as defined under the ADA.
* Individual Education Programs and 504 plans which are delivered in grades kindergarten through 12 are not sufficient documentation to determine eligibility for services. Accommodations received in high school do not automatically transfer to the University.
* Please refer to the specific [documentation guidelines](https://s40380.pcdn.co/campus-life/wp-content/uploads/sites/56/2022/07/Documentation-Checklist-and-Guidelines-13-1.pdf) that are available to assist you in acquiring appropriate documentation for your disability.
* All students intending to register with SAS will complete a registration form through the Student Accessibility Service’s website.

**Schedule and intake appointment**

* SAS will schedule an intake appointment with a student upon review of the documentation from a qualified professional and the student’s registration form. The purpose of the interactive intake appointment is to determine the student’s eligibility for services, including reasonable accommodations. The intake appointment is mandatory and may be conducted either in-person or remotely.
* A student registers with SAS once during their career at WSU.

The member of the SAS team who conducts the intake appointment will follow-up with the student regarding approval and/or denial of requested accommodation(s).