

The Five-Step Process for Accommodations for Students with Disabilities

MassBay Community College is committed to ensuring that all individuals have equal access to programs and services offered by the college. If you are a student with a documented disability seeking accommodations please follow the guidelines below:

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1. Schedule an appointment for an Intake Meeting with a Disability Specialist to disclose & document your disability, and to register with Disability Resources.
2. Attend each of your classes once, and think about what accommodations you might need in each course, and schedule an Accommodations Meeting with Disability Resources.
3. Reasonable accommodations are then determined for each course, every semester to determine what specific accommodations you need in each course.
4. You and the Disability Specialist sign each Accommodations Form.
5. To finalize the accommodations process, you meet with your professor and the professor signs the Accommodations Form. You give the professor the top (white) copy, you keep the second (yellow) copy, and you return the third (pink) copy to Disability Resources.



Up to a third of MassBay students have documented disabilities at any given time. These range from dyslexia to hearing impairment, PTSD, anxiety and any number of other conditions. We want all students to be aware of the process for receiving accommodations for disabilities because we want all students to succeed at MassBay.

If you or someone you know would benefit from a conversation about accommodations, please contact the **Admissions Office** at **781-239-2500** or the **Office of Disability Resources** at **781-239-2234**

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