

Policy Number: LODS Policy 2.00  
Department: Disability Services  
Subject: Requesting and using accommodations while registered 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

A student who is registered with the Office of Disability Services (ODS) and is approved for accommodations must request accommodations through the ODS each semester and fulfill his/her responsibilities in using his/her accommodations. Any student who has accessibility concerns with the website or who wishes to request a paper copy of the forms may call the ODS at 803-313-7448, e-mail the ODS at [lancods@mailbox.sc.edu](mailto:lancods@mailbox.sc.edu), or visit the ODS in Starr Hall 125a.

II. Procedure

Each semester, a student who has been approved for accommodations must contact the ODS by phone or e-mail to request an appointment to sign his/her "Accommodations Plan". Once the plan is signed, the student will be given his/her "Accommodations Letter(s)" for each class in which he/she is enrolled.

It is the student's responsibility to take the "Accommodations Letter(s)" to each faculty member from whom accommodations are requested. The ODS recommends that the student make an appointment with the faculty member during his/her office hours in order to discuss the requested accommodations. The student is responsible for making the faculty member aware of the specific accommodations requested and how it may affect the classroom environment. It is vital that the student meet with his/her faculty member(s) either before or during the first week of classes so that all accommodations can be thoroughly discussed. Students who request accommodations early are more likely to be academically successful than those who wait until later in the semester to present and discuss accommodations.

Because some physical disabilities will require modification of the classroom, specialized classroom equipment, and/or additional staff, it is vital that students with these disabilities discuss accommodations as soon as possible after enrolling in a course, or even before enrolling in a particular course. This will allow time to ensure that specialized equipment and staff are available in a timely manner.