

# Pulaski Technical College Disability Services (DS)

Counseling & Advising Office  
Phone: 501-812-2220

Campus Center Bldg, Rm. 240  
Fax: 501-812-2733

## Information for Students Registering with Disability Services

As a student with a disability, you will find that the process of requesting accommodations in college is somewhat different from the process used in high school. In college, it is your responsibility, not Disability Services or that of your parents, to follow the procedures necessary to register with and continue to receive accommodations through Disability Services.

### How to Register with Disability Services

In order to register as a student with Disability Services, you must:

- Be admitted as a student at Pulaski Technical College (PTC);
- Contact Disability Services to schedule an appointment to register **or** complete a Request for a Registration Meeting;
- Provide reasonably recent and complete documentation of disability to Disability Services; and
- Attend the appointment with a Disability Services staff member to determine appropriate academic accommodations.
- Once it has been determined that a student is eligible to receive services through this office, the student's approved accommodations will be listed in the form an eligibility letter mailed to the student. The student will then come by the Disability Services to request accommodation letters. The purpose of accommodation letters is to communicate to each instructor what accommodations the student receives.

### Continuation of Services

To ensure students receive accommodations each semester, the student must do the following:

- **Complete and submit a Request Form for Accommodation Letters to Disability Services every semester.** These forms are available on the main campus (North Little Rock) and at all other PTC sites. The best time to do this is immediately after registering for classes. For example, students begin registering for spring classes in mid-October. Once you have registered for and are certain of your class selections, please complete and submit this form. Submitting the Request Form for Accommodation Letters after school starts for the requested semester/summer session may cause a delay in receiving your accommodations in the classroom.
- **At the beginning of each semester/summer session requested, pick up your accommodation letters from the Disability Services office, if student attends at least one class on the main campus.** Those students attending classes only at other PTC sites may pick letters up from designated representatives at those sites. Letters for online classes will be sent to the student and the instructor by Disability Services;
- **Meet with each instructor to discuss your accommodations each semester/summer session;**
- **Inform Disability Services if there are problems regarding receipt of accommodations and/or if any adjustments to accommodations given need to be made.**

### Advising

- **If you have any questions, regarding how the classes you are considering to enroll in fit into your overall degree plan, please call the Disability Services Counselor to make an appointment.**