

How To Apply for Disability-Related Services & Accommodations at MATC

(for currently enrolled or returning students with disabilities)

STEP 1:	Contact Student Accommodation Services at (414) 297-6750 or accommservices@matc.edu if you are currently enrolled and would like to request A.D.A. accommodations and services for classes,
STEP 2:	<p>Complete Program/Class Accommodation Request Form (Available from all Student Accommodation Services offices and the MATC website www.matc.edu.)</p> <p>Requests for SIGN LANGUAGE INTERPRETERS: A Program/Class Accommodation Request Form must be submitted in writing 1 month prior to the start of the semester for which the service is needed. Requests received after that date will be filled on an “as available” basis.</p> <p>Requests for SPECIALIZED EQUIPMENT: A Program/Class Accommodation Request Form for specialized adaptive equipment, adaptive software, alternative media, such as audiobooks & adaptive furniture must be submitted at least 1 month prior to the start of the semester for which it is needed.</p> <p>Provide current Documentation of Disability, as appropriate:</p> <ol style="list-style-type: none"> 1. Medical statement on physician’s letterhead as outlined in the Documentation of Disability letter 2. Audiogram & Report 3. Vision Examination 4. Complete Psychological Evaluation, including all scores and diagnosis 5. Most recent I.E.P., if available. <p>Mail, fax, email, or deliver copies of the above reports/documents to Student Accommodation Services <u>at least one month prior to the start of classes.</u></p> <p style="text-align: center;">Student Accommodation Services Milwaukee Area Technical College 700 W. State Street Milwaukee, WI 53233-1443 FAX: (414) 297-7705 Email: accommservices@matc.edu</p> <p>Requests for program/class accommodations & services require up to one month for processing. Plan Ahead!!!</p>
STEP 3:	<p style="text-align: center;">ACCOMMODATION REQUEST REVIEW</p> <p>All Program/Class Accommodation Request Forms with accompanying appropriate documentation of disability will be reviewed in a timely manner in accordance with the Americans with Disabilities Act. MATC has discretion in choosing the specific accommodation, aid, or service it provides, as long as it is effective. You have the right to provide input as to the type and effectiveness of specific accommodations as they relate to your disability. You will be contacted via your MATC student email address regarding the status of your request. You will be notified if there is need for further documentation or a discussion of possible alternatives is needed. Accommodation requests are not reviewed until you are registered for classes. We recommend you submit documentation of disability early to ensure review. Recommended dates for early submission are May 1st for Summer, July 1st for Fall and November 1st for Spring.</p>
STEP 4:	REGISTER FOR YOUR CLASSES AS EARLY AS POSSIBLE!
STEP 5:	<p>REQUEST YOUR INSTRUCTOR NOTIFICATIONS</p> <p>When your accommodation request is approved or before each semester begins, you must visit Student Accommodation Services to meet with staff to request your instructor notifications. If you are an online student, you may email your request with your schedule to accommservices@matc.edu.</p>
STEP 6:	<p>ATTEND YOUR CLASSES! Attend every class!</p>