

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 if you are currently enrolled and would like to request A.D.A. accommodations and services for classes,

STEP 2: Complete Program/Class Accommodation Request Form
(Available from all Student Accommodation Services offices and the MATC website [www. Matc.edu](http://www.Matc.edu).)

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.**

Requests for SPECIALIZED EQUIPMENT:

A Program/Class Accommodation Request Form for specialized adaptive equipment, adaptive software, alternative media, such as books on tape, & adaptive furniture must be submitted **at least 2 months prior to the start of the semester for which it is needed.**

Provide current Documentation of Disability, as appropriate:

1. Medical Evaluation or medical statement on physician's letterhead
2. Audiogram & Report
3. Vision Examination
4. Complete Psychological Evaluation, including all scores and diagnosis
5. Most recent I.E.P., if available.

Mail, fax, or deliver copies of the above reports/documents to Student Accommodation Services **at least 2 weeks prior to the start of classes.**

Student Accommodation Services
Milwaukee Area Technical College
700 W. State Street Milwaukee, WI 53233-1443
FAX: (414) 297-7705 TTY: (414) 297-8982

Requests for program/class accommodations & services require 2-3 weeks for processing. Plan Ahead!!!

STEP 3: ACCOMMODATION REQUEST REVIEW

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. If the request is denied, you will be contacted by the Center for Special Needs. The need for further documentation or possible alternatives will be discussed.

STEP 4: REGISTER FOR YOUR CLASSES AS EARLY AS POSSIBLE!

STEP 5: FINISH YOUR STUDENT ACCOMMODATION SERVICES PAPERWORK !

When your accommodation request is approved or before each semester begins, you will receive a letter inviting you to meet with the staff to complete your paperwork.

STEP 6: PAY FOR YOUR CLASSES

If tuition, fees, and supplies are to be paid by DVR or another sponsoring agency, send authorizations to
(Agency Desk – Milwaukee Campus)
Milwaukee Area Technical College
700 W. State Street Milwaukee, WI 53233-1443
Room S115 Phone: (414) 297-8983 FAX: (414) 297-6612

STEP 7: BUY YOUR BOOKS & SUPPLIES Bookstores are located on all campuses and at
<http://bookstore.matc.edu>.

STEP 8: ATTEND YOUR CLASSES! Attend every class!