Registration Process

1. It is the student’s responsibility to initiate contact with the Office of Accessibility & Accommodations to complete the registration process and have approved accommodations put in place.
2. An appointment will be made for the student to meet with the OAA to provide documentation and complete the intake forms.
3. Once the student has provided the required documentation and completed the intake process, the student will need to complete and submit the Request for Accommodations form <https://www.marshall.edu/accessibility/request-for-accommodations-2/>

(This request form will need to be completed by the student each semester to receive accommodations for that semester)

1. When the OAA receives the Request for Accommodation form the office will send the approved accommodations to the faculty for each class the accommodations are requested. (The student should have conversations with the faculty to discuss the accommodations and how those should be implemented)

ACCOMMODATIONS CAN NOT BE RETROACTIVE FROM THE TIME OF RECEIVING THE ACCOMMODATION REQUEST FORM