



Process for registering with SSD and establishing eligibility for Academic Accommodations at Weber State University:

- Pick up an Intake Packet from Services for Students with Disabilities (SSD) at one of our offices OR download the forms from our website (<http://weber.edu/ssd>).
  - **Ogden Campus:** Student Services Center Room 181 - 1129 University Circle, Ogden, Utah
  - **Davis Campus:** Room 221 - 2750 N. University Park Blvd., Layton, Utah
- Review packet information: Guidelines for Documentation, Intake Form, Pre-Registration Form, etc.
- Intake & Pre-Registration Forms must be completed and returned to SSD along with any disability documentation (see below) and optional Survey.
- Browse our website for additional useful information (such as documentation requirements, available services, etc); Contact SSD with any questions regarding the registration process.
- Obtain documentation for academic accommodations; provide a copy of your documentation to SSD.
- Schedule Intake appointment with an SSD advisor by calling 801-626-6413; by email at [ssd@weber.edu](mailto:ssd@weber.edu); or by visiting one of our offices in person.
- Documentation is usually reviewed by an advisor prior to your intake appointment; please allow for enough time to have your accommodation request evaluated.
  - Depending upon various scheduling issues and case-load, you may have to wait a week or more before an appointment is available.
  - If you have provided documentation but have not received a follow-up call or set-up an appointment within a week, please contact SSD.
- Meet with SSD advisor for scheduled Intake appointment to discuss your accommodation request and any other matters related to your disability.
  - If Your Request is Approved: Set up accommodations and receive authorization letter to provide to teachers; follow up with SSD with any questions or concerns.
  - If Your Request is Pending Approval: Obtain further documentation based on explanation from SSD advisor.

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## **Plan Ahead**

Please start the process early since approval of accommodations takes time and they are not retroactive. It can take as long as two weeks to review documentation and approve some accommodations.

Contact SSD office at any time for if you have any questions or concerns regarding the process outline above.