Access & Disability Resources – Getting Started

I have a disability, how do I register with Access & Disability Resources?

**STEP 1** Obtain appropriate documentation of your disability (see below for details).

**STEP 2** Schedule an appointment with the Office of Access & Disability Resources by calling 651.350.3008 or emailing AccessResources@saintpaul.edu. Bring your documentation to the meeting and discuss what reasonable accommodations may need to be implemented during your time at Saint Paul College.

**STEP 3** Pick-up accommodation letters for each class you are requesting accommodations for, each semester.

**STEP 4** Deliver accommodation letters to the instructor of each course you have requested accommodations for, and discuss with that instructor how the accommodations will be implemented.

**STEP 5** Contact the Director of Access & Disability Resources if you are experiencing any problems with the accommodations.

What sort of documentation do I need to submit?

**Documentation should meet the following requirements:**

1. Be typed or printed on official letterhead and signed by an evaluator qualified to make the diagnosis

2. Clearly state the diagnosed disability (Note: Specific Learning Disabilities require full learning disability testing results)

3. Describe the student’s current functional limitations or symptoms as they relate to an academic setting

4. Include student’s name and either student ID number or date of birth

**Examples of documentation:**

Access and Disability Disability Documentation form, Doctor’s letter, IEP Evaluation (not the IEP), diagnostic assessment report.

QUESTIONS? Contact the Director of Access & Disability Resources at 651.350.3008 or AccessResources@saintpaul.edu