The office of Disability Support Services (DSS) at the University of Central Arkansas offers a variety of services for students with documented disabilities, including learning disabilities, deaf/hard of hearing, blind/low vision, mobility limitations, attention deficit disorders (ADHD), psychiatric disorders, and medical disabilities. We invite and encourage both prospective and enrolled students to learn more about our services by going to our website at www.uca.edu/disability, or calling our office at (501) 450-3613 to make an appointment with a DSS staff member.

Getting Started
Meet with a disability staff member.
To self-identify as a student with a disability means that you are the person to disclose to the DSS office that you have a disability and that you require services. The decision whether to self-identify is a very personal one. Individuals with disabilities are welcome to discuss their concerns with DSS staff. A decision not to self-identify is understood and respected.

After you have been accepted to UCA, you are urged to contact the DSS office as soon as possible. Identification of needs can help to ensure that arrangements and accommodations can be made before your arrival. The more time the DSS staff has to make these arrangements, the easier the transition to UCA will be.

STEP 1: Schedule an appointment with DSS.
STEP 2: Obtain and complete registration forms. You can complete these forms during your first visit to DSS.
STEP 3: Meet with a disability support staff member and submit registration forms. If you have documentation of your disability, bring it with you. If you do not have documentation on the date of your appointment, bring contact information (address, phone number, fax number) for the professional who diagnosed your condition and/or has a record of your disability on file.
STEP 4: You are officially registered with UCA Disability Support Services when:
- You have submitted appropriate documentation of disability.
- You have completed and submitted the UCA Disability Support Services registration forms.
- You have discussed appropriate accommodations and services with a disability support staff member.
- You have received accommodation approval from the DSS Director.
STEP 5: Once DSS forms and documentation of disability are received, DSS will process your request. Average processing time is 2 to 3 business days. Please call DSS to confirm when your letters will be ready for pick up.
STEP 6: Visit with your instructors during office hours (as listed within his or her course syllabus). Present your accommodation letter and discuss any additional concerns related to your disability or accommodation at this time.

For additional information please contact:
UCA Disability Support Services
201 Donaghey Avenue
Student Health Building 212
Conway, AR 72035
Call:
(501) 450-3613 (Voice)
(501) 450-3628 (TTY)
(501) 450-5664 (Fax)
or visit us online: www.uca.edu/disability
**Barriers That Limit Opportunities**

Overcoming learning, and reading. speaking, breathing, digesting, sleeping, moving, running, seeing, depth perception, hearing, oneself, eating, performing manual tasks, walking, activities include but are not limited to: caring for one or more major life activities. Major life defines a disability as a significant impairment of education, the Americans with Disabilities Act DSS eligibility criteria. For the purposed of higher documentation to determine if the student meets documentation. DSS staff will review the information provided in medical or psychological University of Central Arkansas.

**ACCOMMODATION APPROVAL/DENIAL**

After completing the application process, DSS staff will inform you if your accommodation request has been approved. After completing the application process listed above, DSS staff will inform you if your file accommodation requests have been approved, denied, or if additional documentation is required. DSS staff will also share detailed information concerning the steps that lead to your particular eligibility determination. This decision is generally rendered within 2 days of completion of the intake appointment and submission of appropriate documentation. Although we encourage advanced planning, accommodations are provided only to students who have been officially accepted to the University of Central Arkansas.

**ELIGIBILITY AND DOCUMENTATION**

Eligibility is determined based on the information provided in medical or psychological documentation. DSS staff will review the documentation to determine if the student meets DSS eligibility criteria. For the purpose of higher education, the Americans with Disabilities Act defines a disability as a significant impairment of one or more major life activities. Major life activities include but are not limited to: caring for oneself, eating, performing manual tasks, walking, running, seeing, depth perception, hearing, speaking, breathing, digesting, sleeping, moving, learning, and reading.

**REASONABLE ACCOMMODATIONS**

Reasonable accommodations are modifications which make a facility or program accessible, allowing a qualified individual with a disability equal opportunities. The Americans with Disabilities Act (ADA) requires reasonable accommodations as a way to overcome barriers that limit opportunities for otherwise qualified individuals with disabilities.

**DOCUMENTATION CRITERIA**

In order to receive services from DSS, your file must contain documentation of your disability. The records kept in our office are confidential and are not part of your academic record. In general, documentation should include:

1. Specific diagnosis and description of the disability, including an indication of the duration of the disability.
2. Names of any standardized tests that were given to determine the disability.
3. Description of any treatment related to your disability.
4. Description of the probable impact of the disability in a university setting.
5. For the diagnosis of a specific learning disability, objective evidence of a substantial limitation to learning must be provided. At a minimum, the evaluation must address aptitude, achievement, and information processing.
6. The documentation must be written on the professional’s official stationary. Information provided by the professional will be considered when making decisions about the student’s request. Final accommodation decision rests with the University.

**SERVICES**

- Assistive/Adaptive Technology
- Sign Language Interpreting Services
- Note-taking Assistance
- Advance Registration
- Alternative Media
- Faculty/Staff Consultation
- Counseling/Advocacy Services
- Lab/Library Assistance
- Exam Accommodations

**ACCESSIBLE PARKING**

In order to use UCA accessible parking spaces, you must have a permit. Please present a Disabled Persons Access to Parking form, issued by the state of Arkansas, to the UCA Police Department. The location of the University Police and accessible parking spaces are indicated within this brochure. Due to the growth of our campus, new accessible parking areas are currently being added.

To obtain the latest information on accessible parking, contact the University Police Department at: (501) 450-3111.

**DSS FAQ’s**

Frequently Asked Questions

Q: May I take my exams in the DSS office?
A: Yes. If your accommodations include distraction reduced testing and/or extended time, you may be able to take your exams in DSS. Contact DSS at least one week prior to the exam date to reserve an exam room. DSS will return your finished exam to the instructor.

Q: I plan to live on campus this semester. Can DSS assist me with getting accommodations in my residence hall?
A: Yes. If you are approved for residence hall accommodations, DSS and Housing staff can coordinate services to meet your needs.

Q: Should I include information about my disability with my UCA admission application?
A: Questions concerning your disability are not included within the UCA admission application. Such questions are against Federal Law. UCA admission policies are the same for all students, regardless of disability status. It is your decision whether or not to disclose details about your disability.

Q: If I register with Disability Support Services, can I get grades changed for college coursework that I attempted before I registered?
A: Accommodations are authorized only after you have registered with DSS. There are no retroactive accommodations or services.

Q: I think I may have a learning disability. Does UCA evaluate students for learning or other disabilities?
A: No, UCA does not evaluate students for disabilities. Referrals to local professionals who can administer evaluations for learning, attention, or psychological disabilities can be provided for a student to pursue independently.

For additional information visit: www.uca.edu/disability