

NUMBER: SDRC 1.00

SECTION: Student Disability Resource Center

SUBJECT: Registration as a student with a disability and the provision of academic accommodations at USC Columbia

DATE: July 1, 2008

REVISED: February 8, 2019

Policy for: Student Disability Resource Center; Columbia Campus
Procedure for: Student Disability Resource Center; Columbia Campus
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Issued by: Student Disability Resource Center

I. Policy

Any student who desires to be registered as a student with a disability must do so with the Student Disability Resource Center. Disability status is not retroactive, meaning an individual is not recognized by the university as someone with a disability during a time period in which he/she was not registered with the Student Disability Resource Center. Because disability status is not retroactive, it is important that any student with a disability, who desires to register, do so for his/her/their first semester of attendance. Registering with the Student Disability Resource Center is done on a first come first serve basis. The student may begin the registration process after being admitted to the university.

Student Disability Resource Center will make every effort to provide reasonable accommodations for qualified students with disabilities; however, registration as a student with a disability does not guarantee accommodations. With appropriate documentation accommodations may be approved on a case by case basis.

II. Procedure

A. Registration with the Student Disability Resource Center can be a complex and lengthy process for many reasons. Therefore, students should start the registration process once they are admitted to USC and know they will attend.

B. In order to register as a student with a disability and apply for accommodations, students must provide an "Application for Registration with Student Disability Services" and documentation of their disability to the Student Disability Resource Center. The documentation must be from a treating physician or licensed person qualified to make such a diagnosis and is a neutral third party. The documentation should follow our "guidelines for documentation." This documentation is used to determine whether the student can be registered as a student with a

disability, and what appropriate accommodations can be made based on the disability and its impact on the student's major life functions.

SEE OUR REGISTER WITH US on our website at www.sc.edu/disabilityresourcecenter for the Online Application for Services and for information on Documentation Guidelines. To assist you in obtaining the documentation needed, the Student Disability Resource Center recommends that you print the online guidelines and provide them to the qualified professional who is providing your documentation. Any student who has accessibility concerns with the Register With Us links should contact the Student Disability Resource Center at 803-777-6142 or visit SDRC in 112A LeConte for assistance.

C. When both the online Student Application for Services Form AND documentation of disability are received, the file is forwarded to the appropriate Coordinator for review.

D. After a file is reviewed, the Student Disability Resource Center will send a letter to the student via email to the address indicated on the Student Application for Registration Form. A standard mail letter to the Current Address listed on the Student Application for Registration Form will follow if no response is received from the email sent.

1. The letter will address one of the following:
 - a. The student is ready for a Student Disability Services Orientation and can call Student Disability Services to schedule an Orientation meeting.
 - b. Additional documentation is needed. Upon receipt of any additional documentation submitted by the student, the file will be reviewed.
 - c. If the student's documentation does not meet eligibility criteria for the accommodations requested and no other documentation can be acquired, the student will be offered registration as a student with a disability without any accommodations.

III. Reason for Revision

Policy was revised on February 8, 2019, to reflect procedural changes