

# REQUESTING Support Services

## 1 COMPLETE DISABILITY SUPPORT APPLICATION

- Log in to MyOTC
- Click on "Getting Started"
- Select "Disability Support Application"

## DSS WILL CONTACT YOU 2

After you submit your completed application, the DSS office will contact you to schedule an appointment.

## 3 GATHER DOCUMENTATION

Gather your disability supporting documentation to bring with you to your initial meeting.

## MEET WITH DSS 4

Meet with a DSS professional to determine if an Individualized Accommodation Plan is appropriate.

### SPRINGFIELD CAMPUS

Information Commons East, Room 116  
Phone/TTY: (417) 447-8189  
Fax: (417) 447-8194

### RICHWOOD VALLEY CAMPUS

Life Science Technology Center, Room 206  
Phone: (417) 447-7763  
Fax: (417) 447-7754

### TABLE ROCK CAMPUS

Robert W. Plaster Free Enterprise Center,  
Room 401  
Phone: (417) 447-7794

### LEBANON CENTER

Phone: (417) 447-8189

### WAYNESVILLE CENTER

Phone: (417) 447-8189

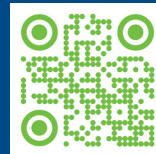
### REPUBLIC CENTER

Phone: (417) 447-8189

*Hours of operation may vary by location.*

### CONTACT US:

[disabilityservices@otc.edu](mailto:disabilityservices@otc.edu)  
[academics.otc.edu/disabilitysupport](https://academics.otc.edu/disabilitysupport)



*The mission of Disability Support Services is to collaborate with faculty, staff, students and the community to encourage a college environment in which individuals are viewed on the basis of ability, not disability.*

# disability

breaking down the barriers



**OZARKS TECHNICAL  
COMMUNITY COLLEGE**  
*Disability Support Services*

# What is Disability Support Services?

Disability Support Services (DSS) provides accommodation services for students who have a diagnosed disability which substantially limits one or more major life activity.

## Available Services

- Testing accommodations
- Individualized academic advising
- Coordination of needed classroom accommodations
- Coordination of interpreters, readers, writers, and tutors
- Provision/coordination of assistive technology
- Consultation with faculty and staff regarding accommodation needs
- Liaison with community professionals and agencies
- Transition to college activities, including assistance with navigating the enrollment process
- Resources for students receiving disability support
- Information and referrals for students who suspect they have a disability
- Resources for veterans with disabilities

## Who qualifies for these services?

Students with diagnosed disabilities including, but not limited to:

- Learning disabilities
- Attention Deficit Disorder (ADD/ADHD)
- Depression anxiety or other psychological disabilities
- Autism-Spectrum Disorders
- Health disabilities
- Physical/mobility disabilities
- Visual impairments-blind/partial sight
- Deaf/hard of hearing
- Post-Traumatic Stress Disorder
- Temporary disabilities



## Supporting Documentation

To qualify for services, you must provide documentation that identifies the disability. There are multiple ways to provide DSS with documentation of your disability. Documentation should provide proof of diagnosis and/or prior accommodations.

Students should submit at least one of the following:

- IEP/504 plan
- Full evaluation/diagnostic report
- Accommodation letter from previous postsecondary institution
- Medical records/patient portal diagnostic summary
- Letter from a healthcare professional, on letterhead, which confirms a diagnosis

## Possible Accommodations

Accommodations ensure equal access to academic and other classroom information and activities. You will work with a DSS professional in determining the most appropriate accommodation(s) for your individualized needs.

Examples of accommodation services offered through Disability Support Services include, but are not limited to:

- Extended time on exams and quizzes
- Exams/quizzes read aloud
- Textbooks in alternative format (digital, enlarged, text-to-speech)
- Access to PowerPoint/Presentation/Lecture notes
- Opportunity to digitally record lectures
- Sign Language interpreters
- Assistive technology devices and services