

## **THE OFFICE FOR STUDENTS WITH DISABILITIES**

The Office for Students with Disabilities (OSD) provides accommodations for students with disabilities. OSD counselors and advisors also provide strategies for academic success; individual, career, and academic counseling services; referrals to campus and community services; and assistance with admission and registration.

Students with disabilities do not need to disclose their disabilities to college officials if they are not requesting any accommodations.

OSD is federally funded through the Carl D. Perkins Career and Technical Education Federal Grant.

NCTC is committed to making its degree and certificate programs accessible to all qualified persons in accordance with the Americans with Disabilities Act, ADA Amendments Act, and The Rehabilitation Act (1973), Section 504.

## **REQUEST SERVICES**

### **New Students**

Accommodations require preparation in advance. Please make your request before the semester begins to ensure complete coverage for the entire semester. You can certainly request accommodations after the semester starts, but please be aware that accommodations are not retroactive.

Accommodations begin when OSD approves them. In other words, the sooner, the better.

\*Documentation is required before any accommodations can be provided. Depending on your diagnosis, this documentation should come from a medical doctor, psychologist, or other licensed or properly credentialed professional.

### **Current Students**

Contact the OSD at the beginning of each semester well in advance of registration.

### **Contact Us**

Please reach out to us to schedule an intake or if you have questions or concerns.

Wayne Smith, OSD Manager, [kwsmith@nctc.edu](mailto:kwsmith@nctc.edu), (940) 498-6207

Yvonne Sandmann, OSD Advisor, [ysandmann@nctc.edu](mailto:ysandmann@nctc.edu), (940) 668-3300

<https://www.nctc.edu/osd>