

Check List to Receive Services

Accepted students who have received their class schedule may begin the registration process at <https://www.wcupa.edu/universityCollege/ossd/registrationDirections.aspx>



Step One- Student Disclosure Form

Complete the online student disclosure form (must be completed by the student ONLY)

<https://www.wcupa.edu/universityCollege/ossd/forms/studentIntake/Default.aspx>



Step Two-Submit Documentation

Students must submit appropriate documentation of their status as a person with a disability and justify their need for accommodations. Evaluations must be from a licensed, certified professional. For complete and detailed guidelines, please refer to <https://www.wcupa.edu/universityCollege/ossd/disclosure-process.aspx>



Step Three-Scheduling an Initial Meeting

Once a student has submitted appropriate documentation, the OSSD will contact the student with information about scheduling an initial meeting. Accommodations and services will be discussed during the initial meeting. Following intake meetings, students may be provided with a Letter of Accommodation (LoA).

Letter of Accommodation (LoA):

Students are responsible for providing their LoA to their professors. Students approved for accommodations must renew their LoA each semester to continue receiving their accommodations.

<https://www.wcupa.edu/universityCollege/ossd/forms/renewalBinder/login.aspx>



Location

West Chester University
223 Lawrence Center
West Chester, PA 19383

Contact Us

Main Office: 610-436-2564
Email: OSSD@wcupa.edu

Director: Dr. David Thomas
Phone: 610-436-3217
Email: DThomas3@wcupa.edu

Website:
<https://www.wcupa.edu/universityCollege/ossd/>



Office of Services
for Students with
Disabilities
(OSSD)

WCU
WEST CHESTER
UNIVERSITY

Our Philosophy

The OSSD offers services for students with physical and learning disabilities and is designed to assist students in making a successful transition to college life. We take a proactive stance that encourages students to understand their needs and strengths in order to best advocate for them.

At OSSD, we recognize that some students want minimal assistance while others desire our full range of services. We will assist you in completing a comprehensive assessment of your needs. We will provide advocacy with faculty for classroom accommodations. Most importantly, we will protect your privacy.

The OSSD will identify and reduce barriers to access and equity and promote a campus climate supportive of diversity, civility, and inclusiveness.

The Role of the OSSD

The OSSD is designed to assist students in making a successful transition to college life. We take a proactive stance that encourages students to understand their needs and strengths in order to best advocate for themselves.

The Role of the OSSD Continued

Classroom Accommodations: These may include note-taking assistance, recording of lectures, vision or hearing assistance, digital media, and readers.

Testing Accommodations: This may include extended time on exams, a distraction-reduced environment, a proctor, a scribe, an alternative format, and assistive materials.

Academic Coaching: This may include one-to-one ongoing relationships with an academic coach to aid students in building time management, organizational and study skills.

Priority Registration: requests are considered on a case-by-case basis and depend on the nature and functional limitation of a student's documented disability.

Advocacy Support: OSSD staff will assist students in developing self-advocacy skills, gaining an understanding of their disability, including strengths and limitations, understanding rights and entitlements, as well as communicating needs, taking responsibility for success, and asking for help when needed.

Ways to get involved

OSSD Ambassador Program:
Geared toward addressing the transitional issues faced by students with disabilities as they move from high school to college. OSSD ambassadors gain experience that allow them to become advocates for themselves and their peers with disabilities. Our student ambassadors visit area high schools and meet with students (and parents), teachers, and counselors to discuss the high school-to-college transition.

Delta Alpha PI International Society:
This dynamic organization celebrates and supports academic achievement, leadership, and advocacy for post-secondary students with disabilities. This honor society recognizes high-achieving undergraduate and graduate students with disabilities.