

## How can I start now to prepare for success in college?

The successful college student is one who is computer literate, has time management, organizational and communication skills. The successful college student is a good note taker, a good test taker, is self disciplined, motivated, and takes responsibility for his/her learning, and has an understanding of how he/she learns.

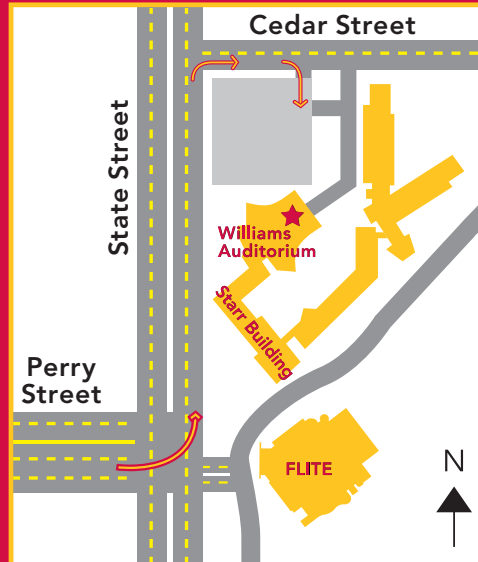
## How do I advocate for myself in college?

Be willing to discuss your disability and how it affects your learning with your instructors and advisor. Let them know you are a hard worker and interested in achieving success. Schedule your Service Request Appointment (SRA) during orientation, after you have registered for your classes, to allow ample time for the written request to reach your instructors. Familiarize yourself with University policies and procedures.



## How do I get to Ferris?

Traveling east on Perry Street, stay in left lane. Make a left turn (north) at Perry and State while keeping right. About one block down, turn right (east) at the corner of State and Cedar. Turn right (south) into the Williams Auditorium parking lot. On the south side of the parking lot is the entrance to the Starr Building. Entering the Starr Building, go to the third floor using the elevator located at the end of the lobby. Look for Starr 313; ask for Disabilities Services.



### UNIVERSITY COLLEGE DISABILITIES SERVICES

901 S. State St., Starr 313  
Big Rapids, MI 49307

Phone & TTY (231) 591-3057  
FAX (231) 591-3939

Web site:  
[www.ferris.edu/colleges/university/  
disability](http://www.ferris.edu/colleges/university/disability)



# Disabilities Services

Disabilities Services serves and advocates for students with disabilities, empowering them for self-reliance and independence while promoting equal access to educational opportunities and programs. We're here for you!

### How do I apply for admission?

Students with disabilities follow the same admission procedures as all other students submitting the Ferris State University application for admission via paper application or online at [www.ferris.edu/admissions](http://www.ferris.edu/admissions).

### How can I request information for students with disabilities?

You may get information from the Disabilities Services Student Handbook or the Disabilities Services Web site at [www.ferris.edu/colleges/university/disability](http://www.ferris.edu/colleges/university/disability) or by calling (231) 591-3057.

### Does Ferris State University have special education classes for students with disabilities?

No. FSU provides reasonable classroom accommodations for students based on their eligibility. The Academic Support Center, Writing Center, tutors and Structured Learning Assistance are available to all Ferris students.

### Does Disabilities Services advocate for students?

Yes. Disabilities Services advocates for students registered with our office who feel they are experiencing discrimination because of their disability. You may also contact the Equal Opportunity Office at (231) 591-2152 for additional information about reasonable accommodations.



### Are admission standards modified for students with disabilities?

No. Students with disabilities must meet the same admission and program requirements as all other students.

### Is there a fee for services?

Students are not charged a fee for Disabilities Services.

### Will I automatically receive services each semester?

No. You must renew your request each semester by making a Service Request Appointment (SRA) with Disabilities Services.

### How do I request accommodations?

Send documentation supporting the existence of your disability and your need for accommodations to:

Ferris State University  
Disabilities Services  
901 S. State St., Starr 313  
Big Rapids, MI 49307

### How will I know if I am eligible to receive reasonable accommodations?

After your documentation has been received by Disabilities Services, you will receive an eligibility letter listing your accommodations and a Request for Reconsideration form that you can complete if you feel your accommodations are not adequate.

### When do I sign up for services?

If you are deemed eligible in the letter you receive from Disabilities Services, you will be asked to make a Service Request Appointment (SRA) with an educational counselor. This appointment should be scheduled during New Student Advising and Registration (NSAR) or as soon as possible after you have registered for classes. It is important to request services in a timely manner. You are welcome to visit the campus any time prior to enrollment to discuss your concerns regarding accommodations or the academic and physical expectations of your chosen major.

You MUST sign up for these services EVERY SEMESTER to receive services and/or accommodations for the next semester. You will not automatically receive services each semester.

### How is the confidentiality of a student's records/status maintained?

Specific information regarding a student's disability is kept confidential and is released only when there is a currently-signed Student Release of Information form on file or as otherwise permitted or required by law.

### How long is disability documentation kept on file?

Student documentation for non-enrolled students is kept in Disabilities Services files for up to five years.