Disabilities Services
Frequently Asked Questions

We're here to help! Come to our office for assistance with these areas.

Academic Accommodations
Residential Accommodations

• How do I register with Disabilities Services?
To register with the Disabilities Office you need to provide current documentation specific to your diagnosis from your health care provider or school psychologist to Katherine Norman, Director of Disabilities Services. If you are requesting accommodations, the documentation should provide specific recommendations.

• How do I receive my accommodation letters?
Once you are registered with Disabilities Services you will need to set up a meeting with Katherine Norman (normak@sage.edu) to discuss accommodations. Your letters will then be printed to you to take with you. Once you have the letters, you will meet with each of your professors to give them a copy so that they are aware of your accommodations.

• Do I have to meet with my faculty about my accommodations?
You must meet with your professors to give them a copy of your accommodation letter so that they are aware of the accommodations they are required to provide. Additionally, they sign a second copy of the letter for you to bring back to Disabilities Services so that we know they received the information. These meetings are highly beneficial for students as they are a great opportunity to ask professors questions.

• Is there anyone else I should meet with?
Yes! We have two wonderful graduate assistants, one on each campus, who can assist you in working on organization, time management etc. While this is not required it is highly encouraged.

• What do I do if one of my accommodations is alternate testing?
First you will need to meet with your professors. Some professors on campus will work with you to provide your accommodations. Otherwise, you can request to take your exam in Academic Services. To do so, you must submit the Testing Accommodations Online Request form which can be found on the Disabilities Services website. This must be submitted at least 1 week before the exam. Remember, you must discuss this with your professor to ensure you have the correct information on the exam.

• I need housing accommodations, what are my next steps?
You will need to submit a Housing Request form which can be found on the Disabilities Services website. Print the form and fill it out with a healthcare provider. Once it is complete, return to Katherine Norman. Below are suggested due dates for housing accommodation requests.

April 1 : Continuing students for fall semester
June 1 : New students for fall semester
December 1 : New and continuing students for spring semester

• What if I have a temporary disability/injury?
You need to provide current documentation specific to your temporary disability/injury from your health care provider to Katherine Norman, Director of Disabilities Services. If you are requesting accommodations, the documentation should provide specific recommendations.

• Can I receive a reduced course load?
If it is recommended for you to have a reduced course load you will want to meet with Academic Advising for questions or concerns regarding courses. Additionally, you should consult with the financial aid office to see how your financial aid package will be impacted by reducing your course load. Once you have met with the appropriate parties you will need to contact your advisor. Be sure to keep in mind that date of the last day to add/drop a class. This can be found on Sage’s website.

Albany
3rd Floor, Library
518-292-1764

Disabilities Services
www.sage.edu/student-life/disabilities-services
disabilities_services@sage.edu

Troy
3rd Floor, Shea Learning Center
518-244-2272