



# 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?**

Students meet with the Director of Disabilities Services to discuss accommodations ([normak@sage.edu](mailto:normak@sage.edu)). At that meeting you will review, approve and sign your accommodations letter and determine which faculty you would like Disabilities Services to send your accommodations to. After this meeting each faculty member that you designated will receive a copy of your accommodations. Disabilities Services will notify you once faculty acknowledges receipt of your accommodations letter.

- **Do I have to meet with my faculty about my accommodations?**

Open dialogue about accommodations with students and faculty members is still encouraged and strongly suggested.

- **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 providers. 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](http://www.sage.edu/student-life/disabilities-services)  
[disabilities\\_services@sage.edu](mailto:disabilities_services@sage.edu)

**Troy**

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