

# Methodist College ADA Student Disability Accommodations

Methodist College complies with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. The College does not discriminate on the basis of age, sex, disability, creed, race, color, marital status, or national origin.

The intent of all reasonable accommodations is to provide students with disabilities equal opportunity, not to lessen or undermine academic standards or course requirements. Accommodations may be approved at any point in the semester; however, they are not retroactive.

## ADA Accommodation Request Process



### STEP 1: Submit the Disabilities Accommodation Request Form

Visit [MC Website Disability Services](#) and click on [Request for Accommodations Form](#). **Complete the form, including uploading all documentation** from your health care provider (doctor, therapist, specialist, etc.) and/or accommodations from previous schooling. Assistance and paper copies can be made available in the office of the ADA Coordinator OASIS W160.



### STEP 2: Schedule and Meet with ADA Coordinator

For new or modification requests **schedule a meeting with the ADA Coordinator In-Person** or **Online** to discuss your disability, experience or anticipated barriers, any past use of accommodations, and current accommodation requests. All accommodation requests are reviewed on an individual and case-by-case basis. Some accommodations may be approved on a provisional or semester basis when more information is needed or if a disability is temporary or may change over time. Your accommodation(s) or denial will be provided within 48 working hours after all requirements are completed, including your meeting with the ADA Coordinator.



### STEP 3: Schedule and Meet with Each Instructor

Coordination of each class accommodation is a shared responsibility between instructor and student. You and faculty receive a notification email stating you've been approved for accommodations without details of the accommodations or your disability. Once you receive your approval letter, it is your responsibility to keep this letter throughout your time at MC to schedule meetings with each class instructor to share your letter, request academic accommodations as needed, and to schedule any course testing. You **must reach out to instructors one week prior to any testing. Students are also responsible for scheduling exams with the testing center at least 48 hours prior to any testing.**



### STEP 4: Stay Updated & Renew each Semester/New Course

**Your approved accommodation letter follows you throughout each new course.** However, it is the **student's responsibly to renew their accommodation(s) each semester through RegisterBlast** for the ADA Coordinator to notify new instructors. Any disability or accommodation updates must be communicated to the ADA coordinator.

## Additional Support

**Testing Center:**  
**(309) 672-5530**  
testing@  
methodistcol.edu

**Counseling:**  
**(309) 671-2152**  
tpoppenga@  
methodistcol.edu

**Center for Student  
Success (CSS)**  
**(309) 672-5957**  
nicholas.lara@  
methodistcol.edu

**Title IX Pregnancy  
Accommodations**  
**(309) 672-2187**  
reporttitleix@  
methodistcol.edu



See the [MC Disability Services Policy](#) for more information

**Need Help?**

[ADARquest@methodistcol.edu](mailto:ADARquest@methodistcol.edu)

**309.671.2187**

# FAQs

## ADA Student Disability Accommodations

- **When should I contact the ADA Coordinator to discuss my disability and request accommodations?**

It is important to request accommodations **as early as possible** to allow time for the determination and coordination of services. **Accommodations are not retroactive**, so start early! **Students are welcome to start the process as soon as they have been admitted!**

- **How long does the accommodation request process take?**

The intake process may take some time, so plan ahead. Requesting and receiving documentation from your medical or other provider(s) can also take some time. Once a student has met with the coordinator and submitted documentation, applications typically take about one week to review and notify students and faculty. **During busier or peak times such as the start of the semester, applications may take longer so start now!**

- **Do temporary medical conditions qualify for accommodations?**

Temporary medical conditions, or **missing class for viral or bacteria illnesses are not covered** by the Americans with Disabilities Act (ADA). The ADA Coordinator is able to **provide support to students for temporary disabilities depending upon the condition and situation**. Students are encouraged to contact the coordinator to discuss possibilities. For illness, contact your program Director.

- **I am an English Language Learner struggling in class, can I receive accommodations?**

ELL/ESL students are **not covered** under the Americans with Disabilities Act (ADA). However, **support and tutoring are available for you through the Center for Student Success (CSS)!**

- **How do I get accommodations for my pregnancy?**

Although pregnancy is not considered a disability, protections are available under Title IX. **Our Title IX Coordinator can assist with pregnancy accommodations: Pregnancy Accommodation Form**

- **Do I need to renew my accommodations?**

**Yes!** Each semester or new 8-week course you must **renew accommodations through RegisterBlast** so that the ADA Coordinator can notify your new instructors.

### How do I schedule my ADA approved testing?

After speaking with your instructor, you will schedule all testing using **RegisterBlast**.

The link is located under **MC Resources** in **D2L**.

### I think I have a mental disability but have not been diagnosed, what can I do?

Start by **talking to your primary care doctor for support and referrals** to mental health providers.

Our MC **Counselor is available** for appointments and support.

However, **they can not diagnose for accommodation purposes only.**