



# Office for Students with Disabilities

The Office for Students with Disabilities (OSD) is available to provide reasonable college appropriate accommodations for students with disabilities. The goal of the program is to ensure that students with disabilities have equal access to Normandale courses, programs, and events through appropriate and reasonable accommodations.

## WHAT IS A DISABILITY?

According to the Americans with Disabilities Act of 1990 and 2008, a person with a disability is someone who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. This includes, but is not limited to, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, concentrating, speaking, breathing, learning, reading, thinking, communicating, and working.

## WHAT ARE EXAMPLES OF DISABILITIES ACCOMMODATED THROUGH THE OFFICE FOR STUDENTS WITH DISABILITIES?

The disability areas accommodated include, but are not limited to, learning disabilities, hearing and vision losses, physical, intellectual, and psychological disabilities, attention deficit and autism spectrum disorders, brain injuries, and other health disabilities.

## HOW DO STUDENTS REGISTER WITH THE OSD?

1. New students must first apply to the college: [normandale.edu/apply](https://normandale.edu/apply)
2. Submit to the Admissions Office: official high school transcripts and/or score reports that were completed (accepted score reports include ACT, SAT, or MCA reports).
3. Complete a New Student Orientation
  - Option 1: Complete a self-paced, online orientation through D2L **and** attend an on-campus orientation session.
  - Option 2: Complete a self-paced, online orientation through D2L **and** attend a one-on-one New Student Advising appointment through Zoom or on-campus.
  - Option 3: PSEO students complete a self-paced D2L online orientation **and** a webinar orientation.
4. Register for classes
5. If you have completed the steps above, schedule an intake interview with the OSD to discuss reasonable post-secondary appropriate accommodations: [normandale.edu/osd](https://normandale.edu/osd).
6. Provide documentation of a disability. This may include high school special education records or a report from a licensed psychologist, disability specialist, or medical provider. You should not delay meeting with the OSD out of concern for not having the right paperwork. At the intake, staff will discuss specific documentation needs and steps you can take after the meeting. The first priority is meeting with you, not obtaining the paperwork.
7. Accommodations are determined on a case-by-case basis after completing an interactive discussion with an OSD staff member.

## WHEN SHOULD STUDENTS BEGIN TO MAKE ARRANGEMENTS FOR RECEIVING ACCOMMODATIONS THROUGH THE OSD?

OSD staff are available to complete intake interviews throughout the year, including the summer and semester breaks. Students should make an appointment for an intake interview several weeks before classes begin. This is essential to arrange for certain accommodations including audio textbooks, interpreters, and other OSD services; late registration may limit immediate assistance.



Students who need a sign language interpreter should contact the OSD office before attending an orientation session.

### **CAN THE COLLEGE CHARGE FOR PROVIDING ACADEMIC ACCOMMODATIONS?**

Reasonable accommodations implemented by the OSD are free of charge.

### **WHAT ARE EXAMPLES OF REASONABLE ACCOMMODATIONS THAT ARE PROVIDED BY THE OSD FOR STUDENTS WITH DISABILITIES?**

- Testing accommodations that may include extended time, a quiet place, test questions in audio format, or writing assistance
- Note taking or audio recording of lectures
- Audio format textbooks
- Adjustable tables or chairs
- Sign language interpreting
- Provision of and/or orientation to assistive technology
- Priority registration
- Other reasonable accommodations

### **WHAT OTHER SERVICES DOES THE OSD PROVIDE?**

- Feedback on course selection
- Organization or time management assistance
- Support for coping with a disability in college
- Guidance with faculty contacts
- Referral to other services on campus such as tutoring or advising and counseling

### **WHAT KINDS OF SERVICES ARE NOT PROVIDED BY THE OSD?**

- Assistance with homework
- Individually prescribed devices
- Attendants
- Transportation
- Case manager
- Personal tutoring
- Readers for personal use or study
- Special college classes

### **MUST THE OSD PROVIDE STUDENTS ALL OF THE ACCOMMODATIONS AND AUXILIARY AIDS THEY REQUEST?**

Normandale is not required to provide academic adjustments or aids that would fundamentally alter the nature of a program or the academic requirements that are considered essential to a program of study or to meet licensing requirements.

### **OSD CONTACT INFORMATION**

OSD Main Office/Appointments  
Debbie Tillman, Director  
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(TEMP LOCATION)

This information can be obtained in electronic format at  
[normandale.edu/\\_files/documents/osd/OSD-Info-Sheet.pdf](http://normandale.edu/_files/documents/osd/OSD-Info-Sheet.pdf)