



First Time Applying with
DSS!

How to apply for Accommodations through the Disability Support Services Office

To Apply for Initial Accommodations go to: <https://www.ivytech.edu/dss/>

This will take you to the Statewide DSS Page.

About half-way down the page, there is a Link “Intake Request Form” underlined. Click on those hyperlinked words and the application page will come up for you to complete. (We know that some of the questions will sound repetitive, it’s ok to copy and paste the same wording if you feel that you already answered that question within a previous question box.)

On the Website and at the end of the questions, you will also be able to view our documentation guidelines there and if you already have disability documentation to provide you can upload electronic disability information at the end of the form prior to hitting the submit button. If you don’t have the information ready to upload, that’s okay – we can discuss this when we have a virtual meeting with you.

When it is completed and you have submitted, please email:

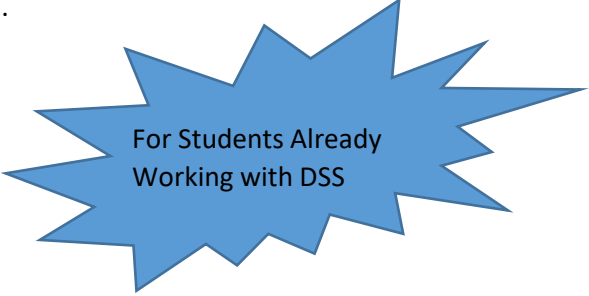
r8-dss@ivytech.edu To let our office know that you have applied, want to schedule to discuss a meeting with a DSS Counselor to complete the application process, or for any other accommodation issue. We will reach out to you via email and schedule a virtual meeting with you usually through a Zoom invitation that you will get via your Ivy Tech email. If you have any questions, please do not hesitate to contact the Indianapolis Disability Support Services Team. If you need to call, please call Sandra Widener, Director of DSS for Central Indiana at 317-921-4799 and leave a message.

Apply for Accommodations for the Upcoming Semester or a Class Change:

If you have already been determined eligible for accommodations and you have started a new semester or changed a class, you will need to complete your request for accommodations to be associated with those new classes and you do that by completing a Semester Request Form. You need to request these every semester via our Accommodate System. Please contact your DSS Counselor or the

r8-dss@ivytech.edu email and step by step instructions can be emailed to you.

Every Semester the student must initiate putting accommodations with their classes by starting the request. If you have questions do not hesitate to contact our office. We can easily walk you through how to do that. Just reach out for help!



For Students Already
Working with DSS