



**University Disability Service (UDS)  
Step-by-Step Process for Requesting Accommodations**

1. **Introduce Yourself.** University Disability Service is located on the 3<sup>rd</sup> floor of the Cudahy Student Center in CC-341. Students with disabilities must self-identify with UDS by mail, phone, fax, or in person. All correspondence should be addressed to UDS:

Elizabeth Gridley, University Disability Service 1025 North Broadway CC-341 Milwaukee, WI 53202 Email: gridley@msoe.edu Phone: 414/277-2476 Fax: 414/277-2210 CC-341
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2. **Provide Documentation.** UDS requires documentation of the disability for which a student seeks accommodation(s). Documentation must be given directly to UDS, be current, and meet the guidelines established by UDS. Once sufficient documentation is received, UDS will evaluate it to determine disability status and accommodation eligibility. If a student self-identifies, they will not be denied service if documentation is pending. They will be accepted on a limited basis until documentation is secured.
3. **Meet with UDS to Discuss Accommodations.** The student must make an appointment to meet with UDS. It is suggested that students contact UDS as soon as they are admitted to MSOE. Certain accommodations may take several weeks to organize. If less than adequate notice is given, every effort will be made to provide reasonable accommodations, but accommodations are not guaranteed. Final determination of reasonable accommodations is made by UDS in collaboration with the student, faculty/staff, and other necessary individuals.
4. **Communicate!** It is the student's responsibility to request implementation of an accommodation each time it is needed. Clarify accommodation needs with your instructors, and provide reminders as necessary. Keep UDS informed on how accommodations are being implemented. The student is responsible for confirming the adequacy of accommodations as soon as possible and notifying UDS whenever unsatisfactory conditions are encountered.