



# How to Register with The Office of Disability Services

Students requesting an accommodation due to a qualifying disability should self-identify by the end of the third full week of classes by registering with the Office of Disability Services (ODS), or immediately following a qualifying event occurring after the beginning of the school year. Informing other College offices, faculty, or staff does not constitute registering with the office. Accommodation requests are evaluated individually based on documentation and completion of the registration process. To obtain special housing accommodations, you must self-identify no later than move in. *To learn more about the Office of Disability Services please visit our office on the MMC webpage:* <https://www.mmm.edu/offices/disability-services/>

**Registration begins online for all students. Click here to access the online form:**  
[https://mmm-accommodate.symphlicity.com/public\\_accommodation/](https://mmm-accommodate.symphlicity.com/public_accommodation/)

## 1. Fill in Student Information:

Accommodation Request

\* indicates a required field

Student Information  
Please enter your information

First Name \*

Last Name \*

Middle Name

Student ID \*

Email \*

Please use your MMC issued email address

Alternative Email

Phone Number \*

---

2. Select which type of accommodations you are requesting:

**Accommodation Description**

All accommodations fall into three categories. Descriptions of each category are below. Select the category/categories that best relate to your requested accommodation(s). If you are requesting multiple accommodations, select the option that contains all the categories related to your request.

**Academic-** Accommodations that impact your experience in the classroom. (Examples: note taker, testing accommodations, Assistive Technology, etc.)

**Housing-** Accommodations in the residence halls. (Examples: de-lofted bed, fewest number of roommates, Dining Dollar review, etc.)

**Assistance Animal-** An accommodation to have an Assistance Animal accompany a student. If you are requesting to have the Assistance Animal live in a residence hall, please select "Assistance Animal and Housing"

**What type of accommodations are you requesting \***

- Academic
- Housing
- Assistance Animal
- Academic and Housing
- Academic and Assistance Animal
- Housing and Assistance Animal
- All

3. Select Specific Accommodation information by clicking "Add...":

**Specific Accommodation Information**

Disability Category(ies) \*

Add...

4. Select each individual category that pertains to your request (each category will open up a menu with more options):

Choose		DONE
<input type="checkbox"/> Learning		>
<input type="checkbox"/> Psychological		>
<input type="checkbox"/> Physical		>
<input type="checkbox"/> Medical		>

*Learning categories:*

BACK	Choose	DONE
<input type="checkbox"/> ADHD		
<input type="checkbox"/> Autism Spectrum Disorder		
<input type="checkbox"/> Communication/Speech		
<input type="checkbox"/> Motor		

BACK	DONE
------	------

*Psychological categories:*

BACK	Choose	DONE
<input type="checkbox"/> Mental Health		

BACK	DONE
------	------

*Physical categories:*

BACK	Choose	DONE
<input type="checkbox"/> Blind		
<input type="checkbox"/> Low Vision		
<input type="checkbox"/> Deaf		
<input type="checkbox"/> Hard of Hearing		

BACK	DONE
------	------

---

*Medical categories:*

BACK	Choose	DONE
<input type="checkbox"/>	Basic Chronic Medical Condition	
<input type="checkbox"/>	Mobility	
<input type="checkbox"/>	Orthopedic	
<input type="checkbox"/>	Alcohol/Substance Abuse Recovery	
<input type="checkbox"/>	Complex Chronic Medical Condition	
<input type="checkbox"/>	Traumatic Brain Injury	
<input type="checkbox"/>	Temporary Disability	
<input type="checkbox"/>	Other	
BACK		DONE

5. Complete the boxes below (first and third boxes are optional). Past accommodations refer to accommodations you may have received in high school, at other colleges, etc.

List or describe specific diagnosis information

How does this disability affect you socially on campus \*

Do you use a wheelchair \*

Yes     no

Past accommodations received, if any

- 
6. Complete Overview section (optional box and required uploaded supporting documentation. Click “Add Item” to attach.

## Overview

In this section we would like to recap your requests, and you can upload your supporting documentation for review.

Is there anything else you want us to know about your disability

### Upload supporting document(s)

Specific supporting documentation must be provided for each individual request. (For example academic accommodations could be supported by an IEP, 504 Plan or a psychological evaluation. For Housing accommodations a Doctor’s note could be provided. For Assistance Animal requests a Doctor’s note specifically stating the request for an AA is needed along with other pertinent information. Please see AA section for details.)

Please note that MMC cannot distribute your documentation to a third party. Please make sure you are only submitting a copy.

[Add Item](#)

---

7. Complete Release of Information

\*By listing someone's name and information you are giving ODS the permission to discuss academic and accommodation information. Please give name, relationship and a contact number or email.

## Release of Academic and Disability Related Information

I hereby grant MMC to release any of my student information to the following person(s):

Person 1: Name, Relationship and Contact Information

Person 2: Name, Relationship and Contact Information

Person 3: Name, Relationship and Contact Information

Would you like to receive text message reminders? \*

Reminders would only be sent for scheduled appointments/ testing appointments

Yes     no

Please provide a cellphone number

\*Standard message data rates apply\*

Please select for cellphone carrier


- AT&T  
 Sprint  
 T-Mobile  
 Verizon Wireless

Electronic Signature \*

By signing below I am granting MMC the permission to contact the appropriate individuals including faculty and staff regarding my requested accommodations

- 
8. Complete the reCAPTCHA to prove you are not a robot, and click “Submit” to send your request to Lindsay Green, Assistant Director of Disability Services and Academic Access.

Please prove you are not a robot

 I'm not a robot   
reCAPTCHA  
Privacy - Terms

Submit

**Your information and request is kept confidential within the Disability Services office. Please wait to hear from Lindsay within five business days of submitting your information. She will reach out to you to set up a brief meeting to orient you to our office and make sure you are receiving all requested accommodations.**

Questions? Please don't hesitate to contact us by phone, email, or in-person (contact information below).