Getting Started with SAS at WVC

Receiving accommodations begins with an interactive, individualized process.

Students can request accommodations at any time at WVC, but they cannot be applied retroactively. Accommodations can take anywhere between **1-3 weeks to establish**after your registration form and supporting documentation are received.

# **Before You Start**

Please [apply to WVC](https://www.wvc.edu/apply) and complete the [WVC Student Checklist](https://www.wvc.edu/students/support/advising/Student-Checklist.html) before completing your SAS registration form. You will need to be registered for courses and set up your [student email address](https://www.wvc.edu/it/student-email.html) before you can login to the SAS registration page.

**Please reach out if you need accommodations or auxiliary services to complete the WVC application process**! Voice: 509-682-6854, TTY/TDD: dial 711, Email: [sas@wvc.edu](mailto:sas@wvc.edu)

# **GET STARTED**

## Overview of SAS Registration

Students will need to complete these steps to use accommodations or auxiliary services at WVC:

* [Step 1](https://www.wvc.edu/students/support/disability-services/process-for-securing-accommodations.pcf#step1): Gather documentation and complete the SAS registration form
* [Step 2](https://www.wvc.edu/students/support/disability-services/process-for-securing-accommodations.pcf#step2): Check email and voicemail for follow-up
* [Step 3](https://www.wvc.edu/students/support/disability-services/process-for-securing-accommodations.pcf#Step3): Attend Intake Interview appointment
* [Step 4](https://www.wvc.edu/students/support/disability-services/process-for-securing-accommodations.pcf#step4): Use accommodations/services

## STEP 1: Documentation and Registration

You must complete this form (or contact us for alternatives) to officially request disability services at Wenatchee Valley College.

SAS staff do our best to respond to submitted registration forms and inquiries quickly. To streamline the process, we encourage students to submit documentation when they complete their registration. **Please carefully review our**[**documentation guidelines**](https://www.wvc.edu/students/support/disability-services/documentation-guidelines.html)**before you begin your registration**.

**Please note:** during times of high traffic it may take up to 15 business days to process your registration form and documentation. We do our best to act fast, but please plan accordingly.

## STEP 2 - Check Your Email/Voicemail

We will use the email you put in your form (and/or your student email) to contact you. Double-check that your email is accurate when you register.

If we don’t hear back from you after 2-3 attempts (email and/or phone calls), we will archive your registration form. Don’t worry, the archived forms are easy to retrieve! This just means we stop trying to reach you unless you contact us.

Just send us an email ([sas@wvc.edu](mailto:sas@wvc.edu)) or give us a call (509-682-6854; TTY/TDD: 711) to resume the process.

## STEP 3 - Attend Intake Interview

Eligible students will get a scheduling link to meet with our Student Access Manager. It’s up to you if you want to meet in person or virtually.

**The purpose of this meeting** is to better understand the barriers you face and identify ways to meet your needs. This interactive conversation typically takes about 60 minutes, but follow-up may be necessary.

Following this appointment, you may receive additional information about any approved accommodations, referrals, resources, and/or explanations of why we cannot approve your accommodations at this time.

Please follow-up with our staff if you have remaining questions or do not understand how to use any approved accommodations.

## STEP 4 - Using Your Accommodations

Once you have approved accommodations or services, you are now eligible to use them!

We will cover your responsibilities during your intake appointment, including how to “request” your accommodations each term. Depending on your situation, this may be as simple as checking a few boxes in the SAS Portal. Other times, you may need to meet with our SAS manager to confirm your needs that term. We'll cover those details more during your intake appointment or follow-up.

**Remember, you never need to disclose the nature of your disability with your instructor(s)**. However, you do need to communicate about your accommodation needs in their classes, if you want to use that approved accommodation. Don’t worry – we’re here to help you with this!

And we have lots of [resources to support you](https://www.wvc.edu/students/support/disability-services/Student-access-services-portal.html) or you can reach out to us directly via email ([sas@wvc.edu](mailto:sas@wvc.edu)), phone: 509-682-6854, TTY/TDD: Dial 711, or schedule an appointment.