

**Preparing for Your Visit with the DSS Office**  
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**Registering with the Disabled Student Services Office (DSS)**

It is the student's responsibility to contact the DSS to request accommodations. It is also the student's responsibility to provide appropriate documentation of a disability.

**Here are some things to do to prepare:**

1. Look online or call the college/university and get the name of a counselor in the DSS office.
2. Call the DSS counselor to set up an appointment. Be sure to ask what documentation to bring to the meeting.
3. Ask also if you can send/fax your documentation in advance of your meeting so that the DSS counselor can review it prior to your meeting.
4. Always bring your documentation with you just in case they lost/misplaced it.

**Some questions to ask at your meeting with the DSS counselor:**

1. The accommodations I received in high school were \_\_\_\_\_. I'd like to receive the same accommodations here. After reviewing my documentation, can you tell me what accommodations I can receive here?
2. I'd like to be able to check in with somebody in the DSS office once or twice a week. Is this possible? If not, do you have resources/contacts for College Coaches who might be able to support me in this way?
3. I am interested in a single room. How can we arrange for this accommodation? What housing procedures should I be aware of?
4. I understand that priority registration is an accommodation that is regularly provided. Can you tell me how I can arrange for this?
5. I am interested in taking a reduced course load and still be considered a full time student. Can you help make these arrangements?
6. I'd like to set up as many services before school starts as possible. What is the best way to go about this?
7. Would it be possible for you to help me in selecting my classes so that I choose professors who are particularly good at working with LD students?
8. I'd like to sign releases for all of the support people in my life (parents, therapists, coaches, etc.). Can we take care of this detail now?
9. I am interested in getting help in putting together a longer term educational plan (courses over the next several semesters). Can you help with this?
10. Is there anything else that I haven't asked that you think I should know?