



## Disability Accommodations Registration and Services

Welcome to the Mayo Clinic College of Medicine and Science (MCCMS)! Learners who have been admitted to one of the programs in the MCCMS with disabilities or health conditions may need accommodations to participate in orientation and/or educational program activities. Learners seeking accommodations or support services are required to register with the Office of Wellness and Academic Success. Please follow the steps below shortly after confirming you will attend the MCCMS in order to register and discuss access and accommodations you need in your program.

### 1. Contact us

Email [MCCMS.DS@mayo.edu](mailto:MCCMS.DS@mayo.edu) to schedule an intake appointment. Appointments can take place via phone or in person. An Academic Success Advisor will contact you to confirm your appointment.

### 2. Provide documentation of your disability

You are encouraged to send your disability documentation to [MCCMS.DS@mayo.edu](mailto:MCCMS.DS@mayo.edu) in advance of your intake appointment, though you may also bring documentation with you to the appointment.

You are encouraged to provide whatever documentation you have for evaluation. Guidance will be provided regarding the extent and type of documentation needed after your intake appointment. We also can provide a verification form to assist you in requesting the necessary documentation from your treatment providers.

If you do not have documentation of your condition, and/or believe you have an undiagnosed condition, please contact our office to discuss your circumstances further.

### 3. Make a formal request for accommodations

Complete a [Request for Accommodation](#), in which you will be asked to provide information about your disability, history of accommodations, and make requests for specific accommodations. You are encouraged to complete the forms in advance of your intake appointment, though you may complete it during or after the meeting.

### 4. Determine eligibility and accommodations

Your request for accommodations will be reviewed, taking into consideration the information provided prior to or during the intake meeting, your disability documentation, and the requirements of your academic program to determine your eligibility for services and, if appropriate, recommend specific accommodations.

### 5. Attend orientation session

If you are found eligible for accommodations, you are required to meet with an Academic Success Advisor for an orientation session to review the policies and procedures regarding the provision of accommodations at MCCMS, and in your school or program.

### 6. Access recommended accommodations

Information on the process for your school/program will be provided during the orientation session.

If you have questions about the accommodations process, please contact [MCCMS.DS@mayo.edu](mailto:MCCMS.DS@mayo.edu).