

Tips for How to Refer Students to the Office of Disability Resources (ODR):

The Office of Disability Resources (ODR) coordinates reasonable and appropriate accommodations for qualified students with disabilities. In order to receive services, students must provide professional documentation of a substantially limiting condition, and after a review of documentation, ODR contacts students to schedule an intake meeting to discuss appropriate accommodations. [Documentation Guidelines](#) for specific disabilities may be found on the ODR website. The ODR verifies the disability, determines reasonable accommodations through an interactive process with the student, and acts as a liaison with students, faculty, and administration as needed on issues relating to services or accommodations.

Please note: It is an individual's choice of who and how they wish to disclose a disability. We cannot mandate that a student share disability-related information, get registered with ODR, or use accommodations. We can, and should, encourage all students to use all resources available to them to support their access and success here at UMW.

If a student has not disclosed a disability:

- Remember, there are visible and invisible disabilities. Never assume an individual has a disability unless they have disclosed they have a disability.
 - Note: Not every student that asks for exceptions may have a disability and/or qualify for accommodations.
- Use the [Student Support Resources flyer](#) available on the ODR website when working with students who may be struggling in your course. You can encourage students to use a variety of specific resources that could be helpful and include ODR in the list of resources for students to consider.
- There is a process for registering with ODR, which involves time for review of documentation and scheduling of intake meeting.
- Please feel free to contact the Office of Disability Resources with questions! We are here to help faculty, staff, and students.

If the student has disclosed a disability:

- You may directly ask the student (as they have already disclosed a disability) if they have gotten connected with ODR. Please share ODR contact information with the student if they have not yet connected and they feel it would be helpful!
 - Please support as you are able while the student is in the process of connecting to ODR.
- There is a process for registering with ODR, which involves time for review of documentation and scheduling of intake meeting.
- Please feel free to contact the Office of Disability Resources with questions! We are here to help faculty, staff, and students.