



Framingham Campus  
19 Flagg Drive  
Room 306  
Framingham, MA 01702  
(508) 270-4267

Wellesley Hills Campus  
50 Oakland Street  
Room 216  
Wellesley Hills, MA 02481  
(781) 239-2234

### **The Five-Step Process for Accommodations for Students with Disabilities**

MassBay Community College is committed to ensuring that all individuals have equal access to programs and services offered by the college. If you are a student with a documented disability, seeking accommodations, please follow the guidelines below. After applying to the College:

#### **Steps to Take:**

1. Schedule an appointment for an **Intake Meeting** with an Accessibility Specialist to disclose & document your disability, and to register with Disability Resources. **Wellesley: 781-239-2234, Framingham: 508-270-4267**
2. Attend each of your classes once and think about what accommodations you might need in each course. Schedule an **Accommodations Meeting** with Accessibility Resources. **Wellesley: 781-239-2234, Framingham: 508-270-4267**
3. Reasonable accommodations are then determined for **each course, each semester** to determine what specific accommodations you need in each course.
4. You and the Disability Specialist sign a separate Accommodation Form for each course.
5. To finalize the accommodations process, you meet with your professor and the professor signs the Accommodations Form. **You give the professor the top (white) copy, you keep the second (yellow) copy, and you return the third (pink) copy to Accessibility Resources.**