



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 a Disability 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 Disability 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 Disability Resources.**