Welcome, Spartan!

We are excited to have you here! MSU and the Resource Center for Persons with Disabilities (RCPD) recognize that students may need assistance or accommodations to maximize their educational experiences.

If you have a **disability, medical condition, and/or diagnosed mental health condition** and will need related assistance during your time at MSU, join us during this presentation for information, advice, and resources surrounding the accommodation request process.
Who are we?

• **RCPD’s Mission**: to lead Michigan State University in maximizing ability and opportunity for full participation by persons with disabilities. You can familiarize yourself with our office and mission on our website: [https://www.rcpd.msu.edu](https://www.rcpd.msu.edu).

• **Individualized Services**: Every RCPD advisor, called an Ability Access Specialist, has an area of expertise. Each student is assigned a specialist who is familiar with their diagnosis, common accommodations, and accessing relevant resources.

• **Contact Information**: for each RCPD staff member and our office mailing address, phone number, and fax number, visit our [Team RCPD page](https://www.rcpd.msu.edu).
Who is talking?

Hello! My name is Kelsey Foote and I am an Ability Access Specialist at RCPD.

I work with students with Learning Disabilities, ADHD, and co-occurring conditions. I also work closely with New Student Orientation.
Registering with RCPD
https://www.rcpd.msu.edu/get-started

**Disability status does NOT automatically follow you from high school to college!**

1. Self-identify through RCPD’s MyProfile: https://myprofile.rcpd.msu.edu

   Sign in with your MSU NetID and password, click “Request to Meet a Specialist” under “Student Options on the left side of the page. Fill the form, choosing your disability category. If you don’t know which category to choose, read more on our website: https://www.rcpd.msu.edu/services. After submitting, you will receive a reply with a request for documentation, signed by your RCPD Ability Access Specialist.
2. Submit disability documentation to your assigned specialist

You can respond to the email you receive with your documentation attached, drop off your documentation at RCPD if you’re already on campus, or send via mail or fax. Find our office contact information on our Team RCPD page. Your specialist’s email address can be found in the automatic reply you receive from MyProfile, by searching their name in the search bar at www.msu.edu, or by calling the RCPD front desk (517-884-7273).

There will be more information about documentation requirements later in this presentation!
3. Schedule a needs assessment meeting with your specialist to discuss and determine accommodations

Your specialist will review your documentation and send you their personal Microsoft Bookings link to schedule your needs assessment. This meeting can be in person, over the phone, or via video chat. DO NOT wait until you get to campus to have this meeting! Students are encouraged to register over the summer if they need accommodations for fall so accommodations will be ready for you.

4. Receive your accommodation letter to share with instructors: Verified Individualized Services and Accommodations (VISA)
RCPD Specialist FAQs

• **What role does my specialist play after the needs assessment?**
  RCPD specialists are available by phone, email, and scheduled appointment (in person & video!). We can assist in communication with instructors, implementing accommodations, helping you strategically stay on track with coursework, discovering new strategies and resources, and more.

• **Can my RCPD specialist help me choose classes, make a schedule, and enroll?**
  RCPD specialists do not have expertise in courses or major requirements. The best resource for scheduling classes, changing majors, and exploring major requirements is your academic advisor in your college. If you need help finding your academic advisor or scheduling an appointment you can ask your RCPD specialist!
Can an RCPD specialist prescribe medication, provide therapy, evaluate my disability diagnoses, etc.?

RCPD does not perform disability evaluations, provide diagnoses or therapy, prescribe medication, provide auxiliary aids (wheelchairs, etc.), nor approve accessible parking placards (State of MI “disabled parking”), but we can help refer you to appropriate campus and community resources! Don’t hesitate to ask your RCPD specialist for information about these services.
Accommodation FAQs

• Will RCPD send notice to my instructors that I am a registered student with a disability?

No, your instructors will not know you have a VISA until you tell them! Be sure to reference the “Implementing Your Accommodations” slide for best practice steps for sharing your VISA with your instructors. RCPD keeps your information confidential.

• Can I get accommodations if I never officially had them in high school?

Yes! Students can register with RCPD at any time during their career with MSU. Accommodations can only be implemented after a VISA is created, so if you think you need accommodations be sure to reach out to RCPD. If you think you have a disability but were never diagnosed, reach out to your doctor, mental health professional, or RCPD.
Documentation FAQs

• **Will my 504 or IEP be sufficient documentation for MSU?**
  It depends. If your IEP or 504 is recent and includes a specific diagnosis, detailed information on functional limitations, and demonstrates the need for specific accommodations - the “why” behind accommodations), it will be sufficient.

• **Where can I get updated documentation?**
  If you’re unsure about your documentation, don’t delay in registering with RCPD! Your specialist can review your documentation to determine sufficiency and, if needed, provide resources for updated documentation. Most often, we recommend that your treating medical or mental health professional fill out one of our documentation forms found on our [Disability Documentation page](#).
Steps for Implementing Your Accommodations

https://www.rcpd.msu.edu/services/visa

1. When classes start, email your VISA to each of your instructors or drop off a paper copy during office hours. Be sure to identify yourself and let your instructor know which course and section you are in.

2. Have a conversation with each instructor during office hours to discuss which accommodations you will need for their class and how they will be implemented.

3. Follow up with your instructors via email or during office hours when needed to implement rarely used accommodations, or to remind them that you will need an accommodation soon (for example: on an upcoming test)
Other RCPD Resources

- **Welcome Orientation Workshop (WOW):** RCPD’s yearly open house event to welcome new students to the office, distribute resources, and provide a space for students to meet their specialist.

- **UGS 110:** freshman seminar 1-credit course taught by RCPD, [Maximize Ability and Resiliency at MSU](#)
Other RCPD Resources, cont.

- **Signature Programming**: RCPD runs numerous programs to help students succeed and have some fun at MSU. Check out our [web page](#) for more information!
- **Scholarships**: RCPD also awards scholarships and awards each year! Awardees are honored at our annual [Awards and Appreciation Reception](#).
- **Directions to RCPD**
Contacting RCPD

If you have questions are welcome to…

• Call the RCPD front desk at 517-884-RCPD (7273)
• Contact an Ability Access Specialist who works with students with your diagnosis by visiting our Team RCPD page
• Make sure to watch the second RCPD module for information about the differences between high school and college