

# Beginning July 1<sup>st</sup>, Disability Services Joins OwlCare Online!

Otis College of Art and Design welcomes students with disabilities to participate fully in all aspects of college life. Our mission is to ensure that students with physical, medical, learning or psychological disabilities are provided with equal access to all college programs, activities and services.

Disability Services works with students with documented disabilities to facilitate reasonable accommodations. In order for students to receive official accommodations, students need to register with Disability Services and submit verification of a disability. To ease this process, beginning July 1<sup>st</sup>, you can access Disability Services through [OwlCare Online](#). This means you can register for services and request your accommodations 24/7 completely online. Use the Accommodations tab in the Owl Care Portal and follow the applicable instructions below in order to register for services/request accommodations for the upcoming semester. **Note:** you must request accommodations each semester.

## Arranging Accommodations

Go to [otiscollege.studenthealthportal.com](https://otiscollege.studenthealthportal.com) and click on Accommodations tab, and follow these 6 easy steps:

1. Complete the intake form
2. Upload documentation
3. Request accommodations online
4. Meet with Disability Services (via Zoom, telephone, or in person): After submitting your documentation and request for accommodations, please contact Disability Services at [cbranch@otis.edu](mailto:cbranch@otis.edu), or call Carol D. Branch, Ph.D. at 310-846-2554 to arrange an intake appointment. Online appointment scheduling is coming soon. We recommend that you contact Disability Services as early as possible since some accommodations (e.g., note takers, interpreters, etc.) can take several weeks to arrange. We want to be sure that your needs are met in time for classes.
5. Download Notification letters from OwlCare Online
6. Send notification letters to your faculty