



SPARTANS WILL.

Your Disability Accommodations at MSU: IEPs, 504s, and More!

Resource Center for Persons with Disabilities (RCPD)

<https://www.rcpd.msu.edu/>

Who are we?

- **RCPD facilitates reasonable accommodations for MSU students and employees.** We also offer programming, scholarships, 1-on-1 support, and more!
- **RCPD's website:** <https://www.rcpd.msu.edu>.
- **Individualized Services:** Every RCPD advisor, called an Access Specialist, has an area of expertise. Each student is assigned a specialist who is familiar with their diagnosis, common accommodations, and relevant resources.
- **Contact Information** for each RCPD staff member and our office can be found on our [Team RCPD page](#).

Registering with RCPD

<https://www.rcpd.msu.edu/get-started>

****Disability status does NOT automatically follow you 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 an autoreply email from your assigned RCPD specialist with reminders about next steps.

Registering with RCPD, cont., 1

<https://www.rcpd.msu.edu/get-started>

2. Submit disability [documentation](#) to your assigned specialist

- You can respond to the email you receive with your documentation attached, send to RCPD.Docs@msu.edu, drop off at RCPD, or send via mail or fax.
- If you are assigned more than one specialist, we will consolidate your case to one person after receiving documentation.
- Find our office contact information on our [Team RCPD page](#).
- Your specialist's email address can be found via 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).

Registering with RCPD, cont., 2

<https://www.rcpd.msu.edu/get-started>

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 begin registration at least 60 days in advance of arriving to MSU.

4. Receive your [Accommodation Letter](#) to share with instructors

Steps for Implementing Your Accommodations

<https://www.rcpd.msu.edu/get-started/student-accommodations>

1. When classes start, email your Accommodation Letter to each of your instructors. Make sure to 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)

RCPD Resources

- [Signature Programming](#): RCPD runs numerous programs to help students succeed and have some fun at MSU. Check out our [web page](#) for more information!
- We teach [two first-year seminar courses: UGS 110](#), focused on getting students acclimated to MSU. One section invites any student, and one is for our autistic students.
- [Scholarships](#): RCPD also awards scholarships each year! Recipients are honored at our annual [Awards and Appreciation Reception](#).
- [Directions to RCPD](#)



Contacting RCPD

If you have questions, you are welcome to...

- Call the RCPD front desk at 517-884-RCPD (7273)
- Contact an Access Specialist by visiting our [Team RCPD page](#)
- Check our [Future Students page](#) for additional information including a copy of this video/slide deck and the differences between high school and college.



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 & virtual!). 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!

RCPD Specialist FAQs, continued

- **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 (State of MI “disabled parking placard”), 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 accommodations until you tell them! Be sure to reference the “Implementing Your Accommodations” slide for steps for sharing your Accommodation Letter 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 the Accommodation Letter 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 impacts, 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 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](#).