



## Step by Step Guide for Disability Support Services (DSS) Students

### 1) Apply to WNC

If you are new to WNC and have never applied, complete the WNC application for admission online at: [www.wnc.edu](http://www.wnc.edu) ; students must have a personal email address.

### 2) Complete the FAFSA at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

WNC school code: 013896

### 3) Obtain Disability related documentation

Obtain documentation describing your disability.

### 4) Complete an application for DSS at:

<https://cascade.accessiblelearning.com/WNC/ApplicationStudent.aspx>

### 5) Once your application has been received, you will be contacted by our office staff.

If you have questions prior to receiving contact from us, you may call 775-445-3248 or 775-445-4459, come to the office directly; Carson City campus (Cedar room 208) or email Susan @ [susan.trist@wnc.edu](mailto:susan.trist@wnc.edu)

### 6) Take a placement test, provide a copy of your HS transcript and/or ACT/SAT scores

If you intend to complete a degree or certificate and do not have ACT or SAT scores or transfer credits, a copy of your HS transcript is requested or you may take a placement test to assess your current placement level in English, math and reading. Cost: \$15.00. Testing is conducted through WNC's counseling office (775) 445-3267

### 7) Access the WNC New Student Orientation

<https://wnc.instructure.com/courses/2601737>

### 8) Set up an appointment with counseling or DSS for registration/academic advising

Once the New Student Orientation is complete, contact DSS for assistance with registration.

### 9) Request accommodations for an upcoming semester

Log into myDSS using your "WNC Anywhere" credentials:

<https://cascade.accessiblelearning.com/WNC/>

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