



Center for Accessibility Resources (CAR) FIRST TIME COLLEGE STUDENTS HOW TO REQUEST ACCOMMODATIONS

Students with documented disabilities who have graduated from high school or hold a GED and will be attending college for the first time should follow these steps to request academic accommodations.

- Step 1: Complete MCCC's free online application www.mccc.edu.
- Step 2: After submitting the application, check your email for correspondence from MCCC that includes Next Gen Accuplacer placement test information.*
- Step 3: Make an appointment to take the Accuplacer placement test:
https://www.mccc.edu/student_services_testing.shtml or call 609-570-3295
- Step 4: Register for classes.
- Step 5: Complete the *Request for Academic Accommodations* form and email it to CAR@mccc.edu. The form is linked here: https://www.mccc.edu/car_important_forms.shtml.
- Step 6: Obtain your unofficial high school transcript.**
- Step 7: Email documentation of disability that has been prepared by a qualified evaluator or specialist based on MCCC's documentation guidelines to CAR@mccc.edu or plan to discuss during the intake appointment.***
- Step 8: Email CAR@mccc.edu to request an intake appointment.
- Step 9: Participate in a comprehensive intake appointment with CAR staff.

* The Next Gen Accuplacer is an untimed, computerized, multiple choice Reading Comprehension test that is taken at MCCC's Testing Center. If you took the ERW SAT or the English ACT, please submit those scores to MCCC and contact admiss@mccc.edu for current cut scores to determine if you have met the requirements for college readiness.

** Obtaining your unofficial transcript is different than the official transcript, which is sent after graduation. Unofficial transcripts are used to aid in course registration at MCCC.

*** Please see page 2 of this document or use the link below for full details on documentation in the *Overview and Documentation Guidelines* sheet: https://www.mccc.edu/car_important_forms.shtml.

Documentation Guidelines

The process of requesting academic accommodations is a collaborative effort. If you have or believe you have a disability and would like to request reasonable academic accommodations, we invite you to reach out to our office. Students will be asked to share documentation that establishes the presence of a disability that substantially limits a major life activity and supports the need for academic accommodations. Documentation must be prepared by an appropriate, licensed evaluator or specialist qualified to conduct evaluations in the specific field of disability.

Students who had an IEP in high school may submit, for review, their most recent education evaluation and/or psychological evaluation completed by their child study team. We do not collect the IEP or 504 plan.

Documentation must be prepared by an appropriate, licensed evaluator or specialist qualified to conduct evaluations in the specific field of disability and must include:

- The credentials of the evaluator or specialist (specialty and license number)
- A clear diagnostic statement identifying the disability
- The diagnostic criteria or assessment administered that resulted in the diagnosis
- For a psychiatric or behavioral diagnosis, the DSM V classification code(s)
- A clear statement describing the impact of the disability on the student within the educational setting
- The documentation must be typed on professional letterhead, signed and dated
- Prescription pad documentation is not an acceptable format for establishing a disability

Please keep a copy of any documentation that you provide to us. We are not able to return documents.

For complete details on Documentation Guidelines, please visit the *Overview and Documentation Guidelines* sheet: https://www.mccc.edu/car_important_forms.shtml.

If you have any questions or concerns regarding this process, please contact Arlene Stinson at stinsona@mccc.edu.

Contact information:

Center for Accessibility Resources (CAR)

Arlene Stinson stinsona@mccc.edu

Susan Onaitis onaitiss@mccc.edu

Lisa Ward wardl@mccc.edu