



Center for Accessibility Resources (CAR)

DUAL ENROLLED STUDENTS ONLY

HOW TO REQUEST ACCOMMODATIONS

Dual enrolled high school students are embarking on an exciting time in their academic careers. They have chosen to take on college level coursework and begin building their official college transcript. High school students with documented disabilities who elect to enroll in college courses may wish to request academic accommodations. The process is described below. **The IEP/504 plan does not constitute appropriate documentation for accommodations at MCCC. Appropriate documentation is described in the Documentation Guidelines. All students who would like to request academic accommodations must follow the steps below.**

- Step 1: Register for classes.
- Step 2: After a MCCC schedule is in place, email the completed *Request for Academic Accommodations* form to CAR@mccc.edu. The form can be found here: https://www.mccc.edu/car_important_forms.shtml.
- Step 3: Email documentation of disability prepared by a qualified evaluator or specialist to CAR@mccc.edu (please see page two of this sheet for details).
- Step 4: Email CAR to request an intake appointment CAR@mccc.edu.
- Step 5: Complete the intake appointment to arrange academic accommodations.
- Step 6: The student will receive a copy of the academic accommodation form in their MCCC email. The student must email a copy of the accommodation form to their faculty **and** the Testing Center (AcademicSupport@mccc.edu) if tests are proctored on campus. To request testing accommodations, the student must email their faculty several days in advance of an exam. **If the test is proctored on campus, the student must arrange an appointment at the Testing Center using this link https://www.mccc.edu/student_services_testing.shtml or call 609-570-3295.**

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)

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