



Center for Accessibility Resources (CAR)
FIRST TIME COLLEGE STUDENTS

HOW TO REQUEST ACADEMIC ACCOMMODATIONS

First time college students with documented disabilities who have graduated from high school or hold a GED must complete 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 NextGen Accuplacer placement test information. *

Note: if you have declared certain STEM or Business majors, you must take a math placement test. List of majors that require the math placement test is linked here: <https://www.mccc.edu/pdf/MathPathwayPage.pdf> **

- ☐ Step 3: Make an appointment to take the NextGen Accuplacer placement test(s). Link to appointment information: https://www.mccc.edu/student_services_testing.shtml or call 609-570-3295
- ☐ Step 4: For registration purposes, obtain your unofficial high school transcript. ***
- ☐ Step 5: Complete the *Request for Academic Accommodations* form and email it to CAR@mccc.edu. Form can be found here: https://www.mccc.edu/car_important_documents.shtml.
- ☐ Step 6: Email documentation of disability based on MCCC's documentation guidelines to CAR@mccc.edu or plan to discuss during the intake appointment. ****
- ☐ Step 7: Register for classes and participate in a comprehensive intake appointment with CAR.

* The NextGen 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 and scored higher than 480 or 22 respectively, submit those scores to admiss@mccc.edu to be exempt from the reading comprehension placement test.

** The NextGen Math Accuplacer is an untimed, computerized, multiple choice math test for certain STEM or Business majors that is taken at MCCC's Testing Center. If you took the mathematics SAT or AP exams, please email scores to admiss@mccc.edu to see if you are exempt from the placement test. Majors requiring the math placement test: <https://www.mccc.edu/pdf/MathPathwayPage.pdf>

*** Your unofficial transcript is different than the official transcript, which is sent after graduation. Unofficial transcripts are used for registration purposes at MCCC. Please have a copy on hand when you register for classes.

**** 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_documents.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 linked below:

https://www.mccc.edu/car_important_documents.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