



## Center for Accessibility Resources (CAR)

### HOW TO REQUEST ACADEMIC ACCOMMODATIONS

#### FIRST TIME COLLEGE STUDENTS WITH DOCUMENTED DISABILITIES SHOULD COMPLETE THESE STEPS TO REQUEST ACADEMIC ACCOMMODATIONS

**Step 1:** Complete MCCC's free online college application [www.mccc.edu](http://www.mccc.edu).

**Step 2:** After you receive an acceptance email from MCCC, arrange an appointment to take the placement test(s)\* and \*\*. See asterisks below for more details. Link to arrange your test appointment(s) is below: [https://www.mccc.edu/student\\_services\\_testing.shtml](https://www.mccc.edu/student_services_testing.shtml) or call 609-570-3295.

**Step 3:** Visit the Enrollment Center/One Stop and register for classes. You must have a physical or digital copy of your unofficial high school transcript to register. \*\*\* See asterisk below for more details.

**Step 4:** Email the completed *Request for Academic Accommodations* form to [CAR@mccc.edu](mailto:CAR@mccc.edu). Link to form: [https://www.mccc.edu/car\\_important\\_documents.shtml](https://www.mccc.edu/car_important_documents.shtml).

**Step 5:** Email documentation of disability based on MCCC's documentation guidelines to [CAR@mccc.edu](mailto:CAR@mccc.edu) or plan to discuss during the intake appointment. \*\*\*\* See asterisk below for more details.

**Step 6:** Participate in an intake appointment with CAR to arrange academic accommodations.

### IMPORTANT NOTES

\* 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](mailto: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 your scores to [admiss@mccc.edu](mailto:admiss@mccc.edu) to ask if you are exempt from the placement test. List of Majors requiring the math placement test is linked below: <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](https://www.mccc.edu/car_important_documents.shtml). **Please do not submit your IEP or 504 plan.**

### WHAT HAPPENS NEXT

After the intake appointment is completed, an accommodation form will be emailed to the student's MCCC email account.

To receive accommodations, the student must email a copy of the accommodation form to their faculty and the Testing Center ([academicsupport@mccc.edu](mailto:academicsupport@mccc.edu)). For those approved to receive extended testing time or distraction-controlled testing, the student must email their faculty a week before the exam to request this accommodation.

If an exam is proctored on campus, be sure to reserve your seat at the Testing Center at least two days prior to the exam using this link: [https://www.mccc.edu/student\\_services\\_testing.shtml](https://www.mccc.edu/student_services_testing.shtml).

Questions about HONORLOCK must be addressed directly with faculty.

## 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 administered 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](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](mailto:stinsona@mccc.edu).

**Contact information: Center for Accessibility Resources [CAR@MCCC.EDU](mailto:CAR@MCCC.EDU)**

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