



**Center for Accessibility Resources (CAR)**  
**CURRENTLY ENROLLED MCCC STUDENTS**

**HOW TO REQUEST ACCOMMODATIONS**

This information only pertains to students who are **currently** registered for classes at Mercer County Community College and would like to request academic accommodations.

- ☐ Step 1: Complete a *Request for Academic Accommodations* form and email to [CAR@mccc.edu](mailto:CAR@mccc.edu). Link: [https://www.mccc.edu/car\\_important\\_documents.shtml](https://www.mccc.edu/car_important_documents.shtml)
- ☐ Step 2: Obtain primary documentation of disability from a qualified evaluator or specialist based on MCCC's Documentation Guidelines and email to [CAR@mccc.edu](mailto:CAR@mccc.edu). Full information about documentation requirements can be found on the link below: [https://www.mccc.edu/car\\_important\\_documents.shtml](https://www.mccc.edu/car_important_documents.shtml)
- ☐ Step 3: After your documents are received and reviewed, an intake appointment with CAR staff will be arranged.
- ☐ Step 4: Participate in an intake appointment with a CAR staff member. **Once processed, the accommodation form will be sent to the MCCC student email account.**
- ☐ Step 5: Student must email a copy of the accommodation form to their faculty and the Testing Center ([AcademicSupport@mccc.edu](mailto: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 to request test accommodations.

If an exam is proctored on campus in the Testing Center, students must arrange an appointment using this link: [https://www.mccc.edu/student\\_services\\_testing.shtml](https://www.mccc.edu/student_services_testing.shtml) or by calling 609-570-3295.

Questions about HONORLOCK should be addressed directly with your 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 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](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)**

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