



## Center for Accessibility Resources (CAR) DUAL ENROLLED STUDENTS ONLY

### HOW TO REQUEST ACCOMMODATIONS

Dual enrolled high school students who are taking college courses at MCCC and wish to request academic accommodations should follow the process described below. **The IEP/504 plan does not constitute appropriate documentation for accommodations at MCCC.** Full information that describes appropriate documentation is provided in the *Overview and Documentation Guidelines* PDF linked below.

[https://www.mccc.edu/car\\_important\\_documents.shtml](https://www.mccc.edu/car_important_documents.shtml)

- ☐ Step 1: Register for classes at MCCC.
- ☐ Step 2: After a MCCC schedule is in place, the student must email the completed *Request for Academic Accommodations* form to [CAR@mccc.edu](mailto:CAR@mccc.edu). Form: [https://www.mccc.edu/car\\_important\\_documents.shtml](https://www.mccc.edu/car_important_documents.shtml)
- ☐ Step 3: Email documentation of disability prepared by a qualified evaluator or specialist to [CAR@mccc.edu](mailto:CAR@mccc.edu) (please see page two of this sheet for details). **Note: the IEP and / or 504 plan are not collected.**
- ☐ Step 4: After your documents are received and reviewed by CAR, an intake appointment will be arranged.
- ☐ Step 5: Participate in the intake appointment to arrange academic accommodations.
- ☐ Step 6: Once processed, the student will receive their academic accommodation form in their MCCC student email. The 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 the MCCC campus. To request testing accommodations, the student must email their faculty several days in advance of an exam to request this accommodation. **If the test is proctored on campus, the student must arrange an appointment at the Testing Center using the link below** or by calling 609-570-3295.  
[https://www.mccc.edu/student\\_services\\_testing.shtml](https://www.mccc.edu/student_services_testing.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](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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