

**NAVARRO COLLEGE
PROCEDURES FOR APPLYING FOR DISABILITY SERVICES**

- 1) Schedule an appointment for meeting with a designated representative of Student Services on the campus you plan to attend at least (4) four weeks prior to beginning of classes. At this time you will complete a "Request for Accommodations Form" and submit current documentation of your disability.
- 2) **Current documentation** shows that a licensed professional qualified to diagnose your disability has tested you. Testing evaluations and other documentation should have been administered within the last (3) three years to be considered current. If documentation is insufficient or outdated, the cost of obtaining any professional verification is your responsibility. Documentation legitimizes a student's request for accommodation and, in general, includes the following:
 - Must be comprehensive and substantiate the disability
 - States specifically how the disability limits some *major life activity*, including learning
 - Actual test scores from standardized instruments (adult version) must be provided
 - Interpretative summary must be included
 - Rationale for requested accommodations must be provided
 - ARD reviews and IEPs are not valid
 - ✓ **Psychological Disorder and/or Traumatic Brain Injury:** Documentation no more than 6 months old with comprehensive psychological/psychiatric evaluation (over 6 months old must have letter from a professional updating current status and how the disability substantially limits some *major life activity*, including learning)
 - ✓ **Deaf or Hard of Hearing and Blind or Visually Impaired:** Certificate of Deafness/Blindness required (if applicable)
- 3) Once you have been approved for accommodations, you will be issued a "Disability Certification Form" which you are responsible for presenting to each instructor at the beginning of the semester. This form is only valid for the semester(s) specified. The student is responsible for obtaining an *Updated Form* from the Student Services office.
- 4) For subsequent semesters student must provide written notification of intent to return at least (2) two weeks before classes begin; (4) four weeks when modified equipment or interpreters are needed. Failure to notify us may result in delay or suspension of services. Email notification is acceptable.

It is your responsibility to complete this process in a timely manner. It will enable us to meet your needs and assist you in making your college experience a rewarding and successful one. You may contact Student Services if you need further information. Thank you for your attention to these procedures.

On the main campus, Student Services is located in the Gooch One Stop Student Center. Students enrolling at an off-campus center will need to schedule a meeting with the designated advisor for that campus. Contacts are listed below.

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