In order to fully evaluate requests for accommodations and/or the use of auxiliary aids, and to determine eligibility for services, the Navarro College Disability Services (NCDS) office needs documentation of your disability. The documentation you provide should include an evaluation by an appropriate professional that makes evident the current impact of the disability as it relates to the accommodation(s) requested, and should include a description of any and all functional limitations. Professionals conducting assessments and rendering diagnoses must be qualified to do so. Such documentation should be on letterhead and contain the professional's signature. Documentation should be as recent as possible. Notes on prescription pads will not be accepted.

1) Schedule an appointment for meeting with a designated representative of NCDS on the campus you plan to attend at least (4) four weeks prior to the first day of the semester. At this time you will complete a Disability Services Application Form and submit current documentation of your disability.

2) Current documentation should include the following information:
   a) Recommended accommodations and/or auxiliary aids currently prescribed or in use and the current functional impact of the condition(s). The current, relevant functional impact on physical (mobility, dexterity, etc.), and cognitive (attention, distractibility, communication, etc.) ability should be described as a clinical narrative and/or assessment.
      i) Examples of this type of documentation are: a Psychological Evaluation, a letter from a licensed professional, and/or an Admissions, Review and Dismissal (ARD) or Individualized Education Program (IEP) with accompanying diagnostic paperwork (Comprehensive Individual Assessment (CIA) or Full Individual Evaluation (FIE), for example).
   b) A diagnostic statement identifying the disability.
      i) Examples of this type of documentation are: a Psychological Evaluation, and/or a letter from a licensed professional.

3) Once you have been approved for accommodations, you will be issued a Disability Accommodation Form which you are responsible for presenting to each instructor at the beginning of the semester. This form is only valid for the semester specified. The student is responsible for obtaining an Updated Form from the Navarro College Disability Services (NCDS) office.

4) For subsequent semesters, the student must provide 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 provide you with equal access to your educational needs and assist you in making your college experience a rewarding and successful one. You may contact NCDS if you need further information. Thank you for your attention to this process.

On the main campus, the Navarro College Disability Services office is located in the Gooch One Stop Student Center, room 319. Students enrolling at a satellite campus will need to schedule a meeting with the designated advisor for that campus. Contacts are listed below.

Amy Dojahn, Corsicana  
amy.dojahn@navarrocollege.edu  
903-875-7377 Fax 903 875-7391

Erika Roland, Waxahachie  
erika.roland@navarrocollege.edu  
972-923-6428

Renee Ramsey, Waxahachie  
renee.ramsey@navarrocollege.edu  
972-923-6427

Cynthia Seskes, Midlothian  
cynthia.seskes@navarrocollege.edu  
972-775-7242

Elizabeth Shabazz, Mexia  
elizabeth.shabazz@navarrocollege.edu  
254-562-3848

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