TRANSITIONING FROM HIGH SCHOOL TO COLLEGE
APPLYING FOR DISABILITY SERVICES AT NAVARRO COLLEGE

1) Request a psycho-educational assessment from your school your senior year, and discuss this with your school counselor and your parents. That assessment will give current information about your specific diagnosis, level of severity of disability, functional limitations due to the disability, and recommended academic accommodations. Be sure to attend your Individualized Education Program meetings, as well.

2) Be able to describe your disability, and know the kinds of accommodations that will provide you with an equal opportunity to succeed in college. Also, continue to work on study skills and knowing your learning style.

3) Complete a Disability Services Application Form and gather current documentation of your disability, which should include your psycho-educational assessment.

4) Make an appointment with a Navarro College Disability Services (NCDS) Representative at the location you will be attending—at least 4 weeks prior to the semester start date. Discuss with your NCDS Representative the accommodations you will need and provide completed application and documentation at the time of your appointment.

5) Once you have discussed your accommodations with the Navarro College Disability Services Representative, you will be given a Disability Accommodation Form which you will need to present to each instructor at the beginning of the semester. This form is only valid for the semester specified. You will need to get an updated Disability Accommodation Form from the Disability Services office when the old one expires.

In order to ensure you will receive your accommodations each semester, it is important that you apply to Disability Services and discuss your accommodations in a timely manner—at least four weeks before your first semester and two weeks prior to renewing your accommodation for the following semester. This 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 Navarro College Disability Services if you need further information.

While Attending Navarro College:

1) Talk to your instructors about accommodations needed and make sure there is a clear understanding between you and your instructors when you present them with the Disability Accommodation Form.

2) Develop a strong network with whom you can share your successes and frustrations, and know where you can get free tutoring services.

3) Make sure you find a place to study that is suitable to your learning style and study on a consistent basis. Also, study on average two to four hours daily, paying attention to your progress. If you find you are getting behind or don’t understand assignments, immediately talk to your instructor.

4) Be proactive and organized in your education.

5) Notify Disability Services immediately of any changes needed in accommodations or if you experience problems with accommodations at any point during the semester.

On the main campus, Disability Services 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

Revised May 2012