



## Procedures for Obtaining Disability Services Accommodations

Students with disabilities will find that NWCC faculty, staff, and other students will readily assist their needs. Academic accommodations can be obtained by completing the necessary paperwork and communicating these needs directly to the course instructors once the paperwork is complete.

### **Students Applying for Admission:**

Applicants with disabilities wishing to enroll at Northwest must follow the admission procedure in the current Bulletin. Students may make inquiries to the **Registrar, 4975 Highway 51 North, Northwest Mississippi Community College, Senatobia, MS 38668** or by calling **(662) 562-3219**. Applicants who desire any admissions modifications must request them on the form, *Student Request for Reasonable Accommodations/Modifications*, available at the Disability Services Office housed in the McLendon Student Center. Applicants **are not** required to indicate whether they have a disability on application forms.

### **Enrolled Students**

Students with disabilities who are accepted for admission are advised to contact the *Office of Disability Services* as soon as possible regarding disabilities that might require accommodations. Early identification of disabilities of accepted applicants is strongly encouraged so that adequate time is allowed for evaluating documentation, working out specific accommodations, arranging scheduling in barrier-free classrooms, arranging funding for auxiliary services, and providing accommodations for orientation. Last minute requests for accommodations may not be readily met because of the time required to make such arrangements.

1. Students with disabilities who require accommodations must seek assistance at the Disability Support Services Office. This should be done prior to the start of classes or as soon as is identified. Students must request accommodations on the application form, *Student Request for Reasonable Accommodations/Modifications*.
2. Students with disabilities **must** provide documentation of the disability and how it **limits or impacts** their participation in courses, programs, services, jobs, activities, and facilities at Northwest. **Physical disabilities** require a qualifying medical diagnosis. **Learning disabilities** require psychoeducational testing and an accompanying summary report. **ADHD and psychiatric disorders** require a current psychological evaluation. All testing must have been within a **three-year** period prior to the date the application for services is received. The specific disability must be identified in the documentation with recommendations for accommodations. A qualified and licensed professional must have administered all testing. **(A note on a prescription pad is not acceptable.)**
3. After a student has **self-identified** and **provided documentation** to our office, the Disability Support Services Office will then review the submitted documentation and make recommendations for accommodations on a case-by-case basis. This review generally results in one of three main outcomes: **(A) disability verified and approved** (current appropriate information was received with sufficient information to confirm diagnosis and provide support for appropriate accommodations); **(B) further information required** (current appropriate information was not received to confirm diagnosis or appropriate accommodations); **(C) disability not verified or approved** (current appropriate information was received; however, the student does not meet the criteria for diagnosis with a disabling condition). Instructors will receive letter/notice from the Disability Support Services Office regarding the outcome of the application reviewed.