OFFICE of ACCESSIBILITY SERVICES
PITT COMMUNITY COLLEGE

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Steps for Requesting Accommodations

1. Student self-discloses information about their condition to the Office of Accessibility Services

2. Student completes the Accommodation Request Form, Consent Form, and Memo of Understanding Form

3. The student must provide the Office of Accessibility Services with **documentation** from a healthcare provider or high school that identifies the diagnosis or symptoms and explains the functional limitations impacting access to and participation in coursework

   Documentation can be from:
   - Primary Care Provider, Specialist, or Therapist
   - IEP from high school
   - Psychological Evaluation
   - Vocational Rehabilitation (VR)
   - Division of Services for the Blind (DSB)

4. Student brings completed Accommodation Request, Consent Form, Memo of Understanding Form **and** documentation to OAS (scheduling an appointment recommended)

5. OAS staff reviews documentation and develops an Accommodation Plan

6. OAS sends accommodation letters to students' instructors