



Steps for Requesting Accommodations

1. Student self-discloses information about their condition to the Office of Accessibility Services (OAS).
2. Student acquires and completes Intake/Consent Forms requesting accommodations.
3. Student provides the Office of Accessibility Services the required documentation from their care provider (primary care doctor, specialist, therapist, IEP, past psychological evaluation, or documentation from Vocational Rehabilitation, DSB) that outlines symptoms and demonstrates need for accommodations.
 - Provider Letter – no more than X years old
 - Specialist/Therapist Letter – no more than _ years old
 - IEP – no more than 3 years old
 - Psychological Evaluation – no more than 5 years old
 - Vocational Rehabilitation docs – no time limitation
 - DSB – no time limitation
4. Student brings completed Intake/Consent Forms **and** documentation to scheduled meeting with an Office of Accessibility Counselor or Director to discuss accommodations and process for using them.
5. Accommodations letters and confirmation agreements will be provided to the student to hand-deliver or email to each instructor. Student will need to request letters for instructors at the start of **every** attended term from the OAS.
6. Instructors will complete/sign the Faculty Acknowledgment and Consent to Record forms and then students will **return** the document(s) to the OAS.
7. If approved for separate testing, the **student will schedule the test** with the Office of Accessibility Services at least **two days prior** to the test by calling 252-492-7285 **or** going on line to OAS online Test Scheduler at <https://pittcc.edu/academics/student-development-services/accessibility-services/core-services/> Click on “Online Testing Scheduler for Current Students”.

*Student can also Copy/Paste link below to online internet browser to go directly to online scheduler

<https://docs.google.com/forms/d/e/1FAIpQLSex8Jla2NQ7LuHbqq72S3Y6Eoa6kFeg6qwUW6qxJizbJn3qlg/viewform>