



OFFICE of ACCESSIBILITY SERVICES

PITT COMMUNITY COLLEGE

Steps for Requesting Accommodations

1. Student self-discloses information about their condition to the Office of Accessibility Services.
2. Student completes Intake/Consent Forms requesting accommodations.
3. Student provides the Office of Accessibility Services with **documentation** from their care provider that outlines student's diagnosis and symptoms, and demonstrates need for accommodations. 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 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 beginning of **each** subsequent semester from the Office of Accessibility.
6. Instructors will complete/sign the Faculty Acknowledgment and Consent to Record forms and then students will **return** the document(s) to the Office of Accessibility Services.
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- 493-7285 **or** by going to our online test scheduler at <https://pittcc.edu/academics/student-development-services/index-d16/core-services/> Click on "Online Testing Scheduler for Current Students".
*Students can also Copy/Paste link below to online internet browser to go directly to the online test scheduler
<https://docs.google.com/forms/d/e/1FAIpQLSex8Jla2NQ7LuHbqq72S3Y6Eoa6kFeq6qwUW6qxJizbJn3glq/viewform>