

Student Processes

Admission and Assessment of Prospective Students

Individuals who need accommodation for any part of the College admission and assessment process should contact the Disability Services Office directly. The Disability Services Office will determine necessary accommodation(s). Individuals requesting accommodation should follow the general guidelines below:

Individuals should contact the Disability Services Office to schedule an appointment in advance of his/her admissions and assessment appointments. Additionally, individuals who require interpretive services are recommended to make his/her request at least 72 hours in advance of his/her admission and assessment appointments to ensure accommodation. Requests for interpreting services made less than 72 hours in advance cannot be guaranteed.

Individuals with disabilities are expected to follow the established admissions requirements, including those for placement assessments. After completing the College's admission application and prior to completing the Texas Success Initiative (TSI), students needing accommodation related to visual impairment for the assessment should provide proper documentation to the Disability Services Office. The Disability Services Office will determine appropriate accommodation and advise testing personnel. Navarro College has established guidelines for assessment and all policies regarding the College's assessment process will be applied to all students, regardless of ability.

Accommodation Request for Admitted Students

Individuals who have been successfully admitted to Navarro College and who have received a Student Identification Number, may begin the process to request academic accommodation as a Navarro College student. Newly admitted or returning students seeking accommodation should contact the Disability Services Office or visit the Disability Services Office website. Students enrolled in courses taught using the distance learning platform should visit the Disability Services Office website. Students requesting accommodation should follow the general guidelines described below.

1. Students should complete the online Application / Request for Services, which can be found on the Disability Services webpage (<http://www.navarrocollege.edu/support-services/disability-services/>).
 - a. The Disability Services Application Form is completed within Accommodate (software by Symplicity).
2. Students should submit appropriate documentation which can be submitted online during the application process, faxed, emailed, or submitted in person to a campus advisor. The Disability Services Office has the right to verify all submitted documentation.
3. Individuals should contact the Disability Services Office to schedule an intake appointment. Appointments can be conducted in person or via phone.

- a. Individuals who require interpretive services are recommended to make requests at least 72 hours in advance to ensure accommodation. Requests made less than 72 hours in advance cannot be guaranteed
4. As part of the intake, students are encouraged to share information about his/her disability and what accommodation(s) he/she believes would be appropriate. Disability Services Staff may make additional suggestions to assist those individuals who have trouble identifying his/her needs.
5. Students may also obtain general academic advising during his/her first appointment. New students are encouraged to have completed the Texas Success Initiative (TSI) Assessment required to determine college level placement. General advising should cover the various aspects of academic advising including college placement in math, reading, and writing, as well as transitioning, time management, semester course selection, transfer/degree planning, tutoring, testing, becoming an active member of the campus community, and a discussion regarding available campus resources and services (e.g. student activities, library services, career services, financial aid, housing, etc.).
6. At the conclusion of the intake, students should be informed that accommodation(s) is based upon his/her request(s), the professional documentation, and the Disability Services Office's evaluation of information and understanding of reasonable academic accommodation. The student should be informed that requests for accommodation may take up to 2-3 weeks.
7. Once the student's documentation has been reviewed, the student will be notified regarding the status of his/her request for accommodation via email. Navarro College email is the official medium for student communication, and the Disability Services Office will communicate with the student via his/her Navarro College email.
8. Students are eligible to appeal the accommodation review decision, and should contact the Disability Services Coordinator to submit an appeal of the decision.