

STUDENT SUPPORT and DISABILITY RESOURCES & SERVICES
DEPARTMENT WITHIN STUDENT AFFAIRS
DISABILITY RESOURCES & SERVICES

Incoming Students – How to Register with the Disability Resources & Services (DRS) Office

In order to receive accommodations/academic adjustments under ADA, a student must have a documented disability and be able to provide a copy to the DRS Office. Documentation must clearly provide a diagnosis. Individualized Education Plans (IEPs) and 504 Plans are usually acceptable as long as the testing was done with adult measures. For more information regarding documentation, review the pink *MCCCD Documentation Policy* Handout.

Before applying for DRS services, students should follow the standard enrollment process of the college. Becoming admitted, taking placement tests*, and seeing an academic advisor are the first steps for every student. You do not need to be registered with DRS to start the enrollment process.

*All sections of the placement test are untimed and have the option to be taken on the same day or spread across several days. If you are in need of academic adjustments for a placement test (Kurzweil, Dragon, etc.), please contact our office directly at 480.857.5188.

1) Fill out the online application

This application is a series of questions asking the student to self-identify and provide our office with history regarding their disability and any past academic adjustments or services they have received. The application will ask if you have documentation to upload. If you are not in possession of an electronic copy of your documentation and do not have access to a scanner, you can choose to fax (480.212.0915) or provide a hardcopy to our office.

Generally, students who begin the DRS registration process 60 days before they start classes have everything in place by the beginning of the semester. Students with hearing or visual impairments are encouraged to start the process earlier to ensure we have the time to make the appropriate arrangements.

2) Documentation

If you were unable to upload documentation with your application, please fax documentation to 480.212.0915 or bring a hardcopy directly to our office. We must have documentation on file prior to providing services.

3) Register for classes

Students must be registered for classes before we will schedule an Intake appointment.

It does not matter at which point in the process a student chooses to register for their classes, as long as they are registered before we schedule their Intake.

4) Intake

This appointment allows us to go over appropriate academic adjustments and how they will be implemented. On average, this appointment takes an hour. This is an opportunity to ask the DRS Coordinator any questions you may have. Parents, spouses, and other individuals involved in supporting the student are welcome to accompany them during the Intake.