

# HOW TO GET STARTED AT CGCC!



CHANDLER-GILBERT  
COMMUNITY COLLEGE  
A MARICOPA COMMUNITY COLLEGE

Disability Resources & Services

# DISABILITY RESOURCES & SERVICES (DRS)

## ENROLLMENT STEPS

Visit [cgc.edu](http://cgc.edu) and select APPLY NOW

### 1. Get Admitted

- Create MEID Account, Student ID and Maricopa Email
- Apply for Admission

### 2. Take placement test

- EdReady online test:  
[maricopa.edready.org/home\\_Select](http://maricopa.edready.org/home_Select)

### 3. Seek Academic Advising

- Register for classes
- Attend New Student Orientation
- Identify a Field of Interest
- Contact DRS for needed accommodations

### 4. Pay Tuition and Fees

- Apply for Financial Aid
- Explore Options/Scholarships

### DRS Students Should Strive To:

- Be an active participant in their academic and personal goal setting
- Seek new skills and knowledge
- Communicate directly and appropriately with staff/faculty
- Advocate for themselves
- Make positive and informed decisions
- Utilize campus and community resources



## CONTACT US

### Office Hours:

**Monday - Friday**  
8:00 a.m. - 5:00 p.m.

### Summer Business hours:

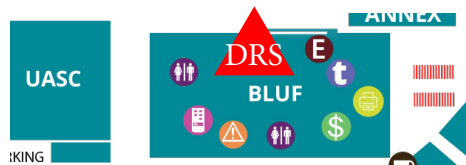
**Monday - Thursday**  
9:00 a.m. - 5:30 p.m.

### Office Locations:

Pecos Campus, BRD 101



Williams Campus, BLUF 104



Pecos DRS Testing, BRD 112  
Williams DRS testing, BLUF 103

### Office Phone:

480.857.5188

### Email:

[DRS@cgc.edu](mailto:DRS@cgc.edu), [DRS.testing@cgc.edu](mailto:DRS.testing@cgc.edu)



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## ELIGIBILITY AND REQUIRED DOCUMENTATION

2.8 Students with Disabilities | Maricopa Community Colleges

**Acceptable documentation needs the following: Letterhead, signature from licensed professional, diagnosis, functional limitations, and recommendations.**

### 1. Physical Disability:

- Orthopedic, Blind, Visual Impairment, Deaf, Hearing Impairment, Other Health Impairments
- Required Documentation**~Medical report stating extent of disability

### 2. Specific Learning Disability:

- Reading, Writing, Speech and Math
- Required Documentation**~ Psycho Educational evaluation, evaluation by qualified professionals

### 3. ADHD/ADD:

- Required Documentation**~Diagnostic Report, Letter from a Licensed professional

### 4. Psychological/Psychiatric Disability:

- Depression, Anxiety, Bipolar, PTSD etc.
- Required Documentation**~Diagnostic Reports, current psychological evaluation

### 5. Neurological Disorders:

- Traumatic Brain Injury, Stroke, Seizure, Autism
- Required Documentation**~Diagnostic report, evaluation, letter

### 6. Temporary Disabling Condition/ Impairments:

- Surgery, accident, serious illness
- Required Documentation**~Written documentation, diagnosis, functional limitations, estimated time of impairment

## DRS CONNECT

**MCCCD's online system for DRS students to apply for services, request academic accommodations and other DRS services.**

- Go to CGC.edu
- Click Student Resources
- Scroll down to "Disability Resources"
- Click DRS new and continuing students
- Click on teal button DRS CONNECT
- Opens DRS CONNECT portal page
- Select "New Student Application"
- Complete Student Application and submit documentation
- "Continuing DRS students" log in with MEID# and password to request accommodations and to schedule testing

**Ethical and good practice standards are upheld by the DRS office. Advocacy, accommodations, or support services may be denied if procedures outlined by this office and the institution are not followed.**

**The DRS Office will contact students to schedule an intake once they are registered for classes, complete the application and submitted documentation in DRS CONNECT.**

After the intake appointment, student's will be responsible for the following:

- Viewing and requesting approved accommodations each semester
- Signing Releases and FERPA forms
- Scheduling tests through DRS CONNECT
- Communicating concerns directly to instructors and DRS staff

## ACCOMMODATIONS PROCESS

**The DRS office determines reasonable accommodations on a case-by-case basis using an interactive process and based on the following criteria**

- Documented disability, recommendations
- Registered course/s
- Course content, format, modality
- Review of functional limitations

The following are examples of the appropriate time frame needed to implement requested accommodations:

Accessible digital file	1 month
Enlarged print text/Braille	1 month
Computer equipment/software	1 month
Sign language interpreter	1 month
CART & transcription services	1 month