

Requesting Disability Services

General Information

It is the responsibility of the student with a disability to initiate this process by identifying him/herself as well as sharing his/her disability related needs with the Disability Services Office staff. Please note that in electronic communications Navarro College email is the official medium for student email communication. The Disability Services Office will communicate with the student via his/her assigned Navarro College email.

New students must request services by completing an online application / request for services and/or by scheduling an appointment. Returning students do not need to schedule an appointment to request services for the semester and need only to notify the Disability Services Office of his/her enrollment or complete a Semester Request online, unless requesting new accommodation(s) (*see Student Processes for further details*).

The Disability Services Office will act as a consult service only for the Testing Center staff in the consideration of accommodation for non-Navarro students requesting testing accommodation for TSI, CLEP (College Level Examination Program), or other related exams.

Requests for services and the submission of disability related documentation for review can be done at any time during the year; however, requests for accommodation may take up to 2-3 weeks to review. Please note during our peak registration times, it may take 3-4 weeks to provide information on any accommodation request status.

Students requesting books on tape, alternative seating/furniture, use of special equipment/software, captioning, and interpreters must request these services at the time of course registration or 3-4 weeks prior to the anticipated need. Students who require housing related accommodation should notify the Disability Services Office and the Residence Life Office at time of course registration or 3-4 weeks prior to the start of the semester. Students who require the assistance of a service animal should notify the Disability Services Office at time of course registration or 2-3 weeks prior to the start of the semester.

The following are examples of the types of disabilities that might require services:

- Attention Deficit Disorders
- Autism Spectrum Disorders
- Blind/Visual Impairments
- Deaf/Hard of Hearing
- Learning Disabilities
- Mental Health Disorders
- Neurological Disorders/TBI
- Physical/Orthopedic Conditions

Academic Accommodation may include but is not limited to:

- Extended time for tests
- Separate/quiet testing environment
- Note taking accommodation
- Enlarged written materials
- Books on tape
- Preferential seating
- Interpreter services
- Adaptive equipment/Software