

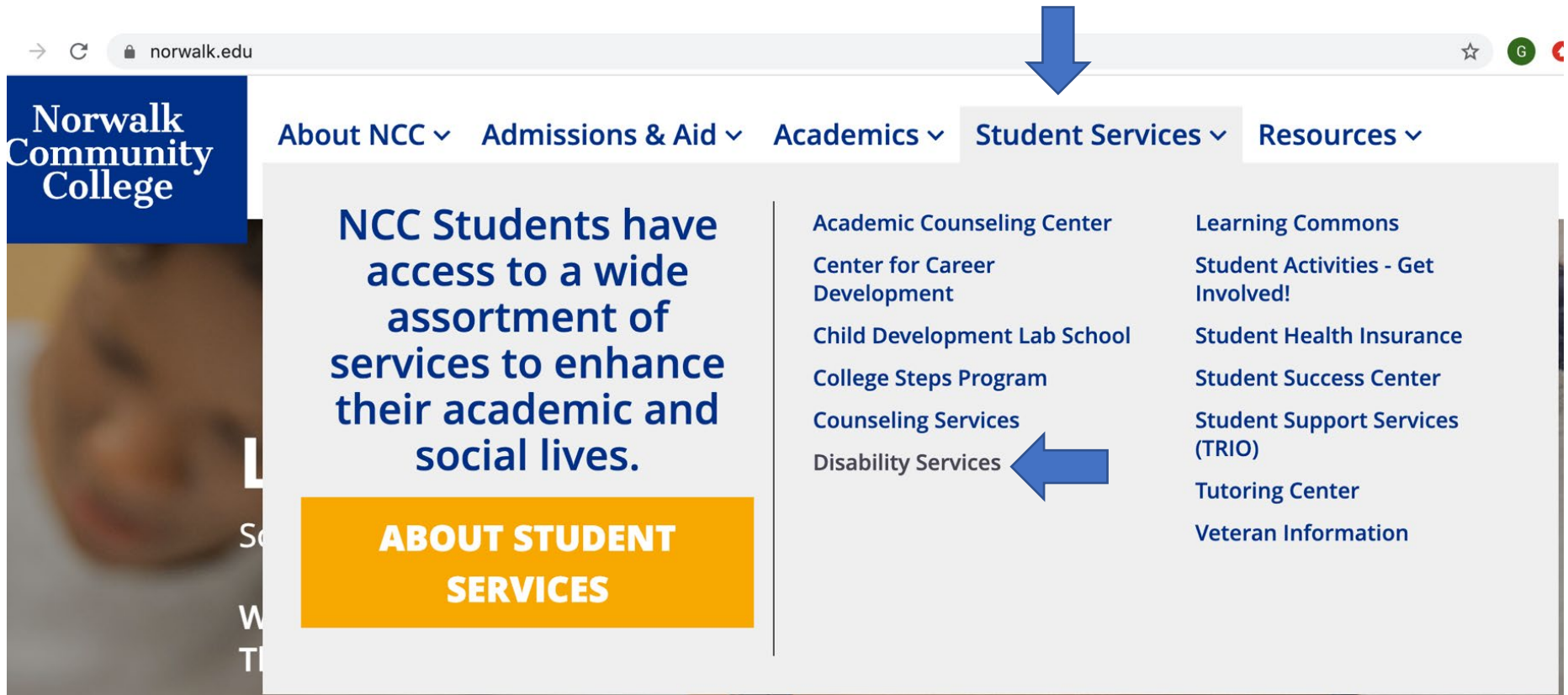
# Guide to Apply for Student Accessibility Services

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## Directions:

Go to NCC website @ Norwalk.edu

From the Main Menu Select Student Services and then Select Disability Services



From the “Quick Links” menu: Select Apply for Services

# Student AccessAbility Services ●

## Quick Links

- › [SAS Home](#)
- › [Apply for Services](#) ←
- › [Academic Adjustments](#)
- › [Testing Services](#)
- › [Adaptive Technology](#)
- › [Tutoring Services](#)
- › [Schedule an Appointment](#)
- › [Request Documents](#)
- › [Emergency Evacuation](#)

NCC is accessible to students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended. Students with disabilities that have been diagnosed and documented by a qualified professional may be eligible for services, depending upon documentation provided by the student. The documentation should be recent (preferably no more than three years old), specifically name the diagnosed disability, identify diagnostic testing mechanisms and procedures, and relate the testing results to the effect of the disability on learning and functioning in an educational environment.

## Helpful Links



[What is a Reasonable Accommodation?](#)



[Suggestions for Obtaining Eligibility Documentation](#)



[Non-discrimination policy](#)

**BEST PRACTICE:** *Apply for services at least 4 weeks prior to the semester to avoid a delay in service.*

## **Step 1: Gather Supportive documentation**

Special Education Documentation, Medical Reports, and Neuropsychological Evaluations are most informative. In their absence, for Medical or Psychiatric disabilities click on the type of disability below to access our form:

➡ **Medical**   or   **Psychiatric**   ⬅

## Apply for Services

### Quick Links

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### How to Apply for Student AccessAbility Services

#### Step 1: Gather Official Documentation

The student should gather the appropriate documentation of their disability:

##### **I. MEDICAL AND PSYCHIATRIC DOCUMENTATION:\*** (Forms are available [here](#).)

- a. be from an appropriate professional who made the diagnosis (on letterhead, with signature, and license information); Medical-Physician; Psychiatric-Psychiatrist, Psychologist, Psychiatric Nurse, Social Worker or Mental Health Counselor.
- b. be recent, one year for medical or psychiatric disabilities;
- c. specifically name the diagnosed disability;
- d. identify diagnostic testing mechanisms, procedures, and results;
- e. contain a narrative linking the testing results to the effect of the disability on learning and functioning in an educational environment;
- f. and if relevant, identify any recommended academic adjustments (accommodations).

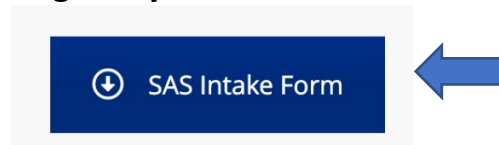
##### **II. SPECIAL EDUCATION DOCUMENTATION:\*** (preferably no more than three years old from High School or Licensed (Neuro-Psychologist) usually includes:

- a. **Psychological Report** including tests, such as, the Wechsler Intelligence Scales (WAIS/WISC) or the Woodcock-Johnson Tests of Cognition.
- b. **Educational Evaluation** including tests, such as, and the Woodcock-Johnson Tests of Achievement or the Wechsler Individual Achievement Tests (WIAT).
- c. Infrequently, an **IEP**, **SOP** (Summary of Performance) or **504 Plan** may be sufficient.

### **Step 2: Submit a completed SAS (Student Accessibility Services) Intake Form with Documentation**

You will need your 8-digit Student ID number assigned to you in the Admissions email Subject: "Congratulations on Your Admissions to NCC!" If you need assistance Call: 203-857-7192 or Email: [nk-AccessAbility@norwalk.edu](mailto:nk-AccessAbility@norwalk.edu).

To complete the intake form: select the SAS intake form box on the NCC website or select the link below. A sample is on pages 5-8 with Instruction Details to guide you.



You should have your support documentation in a digital form so you can attach them to the intake form. This is the most secure transmission. \*If you do not have a digital copy of your documents, please download a scanner app, such as I Scan or Adobe Scan to your phone. Email the PDF document to yourself then upload into the SAS Intake form where indicated.

### **Step 3: Schedule an Appointment**

After you have completed the online intake form and uploaded your documentation, we will send to your NCC email an "Invitation to Schedule" a 60-minute "NEW INTAKE INTERVIEW" with Dr. Apfel, Coordinator of Student Accessibility Services. Watch this video on "[Accessing Email Video](#)"

The intake interview is an interactive discussion to determine your academic adjustment.

## Intake Form Instructions

**You must type in all the information requested within the boxes: First Name, Last Name, Middle Name (optional), Student ID (the eight digit number you received in the NCC Acceptance Letter), Cell Phone Number (the best number where we reach you during the day) , Home Phone Number, Personal Email (that you check most often), NCC Student Email (if known) or Personal Email (again, so you receive the automatic confirmation email with instructions).**  
If you need assistance, Call: 203-857-7192 or Email: [nk-AccessAbility@norwalk.edu](mailto:nk-AccessAbility@norwalk.edu).

First Name \*

Last Name \*

Middle Name

Student ID \*

Please enter your 8-digit ID number (e.g. 01234567)

It was in the email from Admissions:

**“Congratulations on Your Admissions to NCC!”**

Current Cell Phone Number \*

Please provide the best number where we can reach you during the day.

Home Phone Number \*

Email Address \*

Your personal email that you check most often.

Student or Personal Email \*

NCC Student Email address (@mail.ct.edu) or type your personal email, again.

A confirmation email is sent to you automatically.

If you don't know your NCC Email ending @mail.ct.edu, type in your Personal Email, again.

**NOT** your login to myCommnet ending ID@student.commnet.edu

## Intake Form Continued

1. Identify your disability category. Click on the “add” box and categories will appear. Click all that apply to you
2. Describe how your disability affects your academic performance in the textbox.
3. Requesting Adjustments? If you select “Yes,” a text box appears for you to list your Adjustment requests.
4. Describe in the text box some learning strategies or resources you have used which have been helpful in courses.

My diagnosed disability falls into the following category \*

Click on "Add" to select all the disabilities that may affect you in college.

Add...

How does your disability affect your academic performance? \*

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Are there any academic adjustments (accommodations) you are requesting? \*

Academic adjustments may compensate for the disability when performing academic tasks.

☐ yes ☐ no

What strategies have you utilized to compensate for the disability?

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## Intake Form Continued

5. If you have a digital copy of your documents, select the “Add Item” button, locate the docs on your computer, then choose files to attach. You can also scan docs and use NCC email to email: [nk-AccessAbility@norwalk.edu](mailto:nk-AccessAbility@norwalk.edu) or deliver to E322.
6. Review the Agreement and check the box next to the “Agreement to initiate complete full process.”
7. On the next page read the “Informed Consent.”

Upload the documentation by clicking on "Add Item," if you have a digital copy or access to a scanner.

You can also scan to email [nk-AccessAbility@norwalk.edu](mailto:nk-AccessAbility@norwalk.edu) or deliver to E322.

Add Item



### Agreement

The Student AccessAbility Coordinator will review your request as soon as possible. We will EMAIL you an appointment for an Intake Interview. Please understand that submitting your request does not guarantee academic adjustments.

#### Agreement to initiate full process \*

☐ I will take action to finalize this intake process by ensuring that I attend the Intake Interview. In addition, I will submit documents from a professional who is qualified to make the diagnosis, that specifically names the diagnosed disability, identifies diagnostic procedures, identifies the functional limitations, as well as how the learning process and what academic tasks may be substantially limited. If the professional recommends academic adjustment(s), please explain how the adjustment will accommodate the specific functional limitation

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## Agreement to Initiate Full Process

Box to Check

☐

I will take action to finalize this intake process by ensuring that I will attend the intake interview. In addition I will submit documents from a professional who is qualified to make the diagnosis, that specifically names the diagnosed disability, identifies the diagnostic procedures, identifies the functional limitations, as well as how the learning process is impacted by the disability and what academic tasks may be substantially limited. If the professional recommends academic adjustment(s) please explain how the adjustments will accommodate the specific functional limitations.

## STATEMENT OF INFORMED CONSENT

I wish to apply for disability-related services at Norwalk Community College. Services are determined on a case-by-case basis in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (as amended).

### I UNDERSTAND:

- I should submit documentation of my disability to the Coordinator of Student AccessAbility Services.
- Submitting my request does not guarantee that I will be provided with academic adjustments.
- Academic adjustments need not change course requirements deemed essential by the college or fundamentally alter college programs.
- Accommodations may be arranged in collaboration with faculty, administrators, and staff of NCC following my submission of an “Academic Adjustment Request” form **every semester**.
- Instructors are not required to provide academic adjustments without this official letter. I also understand that a minimum of one week’s prior notice is needed for carrying out of adjustments.
- It is the policy of the office to hold confidential all communications, observations, and information made by and/or between students, faculty, and staff whenever possible. However, information that Student Accessibility Services keeps about students are considered educational records and are governed by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR (Code of Federal Regulations) Part 99). FERPA is a federal law that protects the privacy of student's education records. (See our webpages for further details on our confidentiality policy)

### EVERY SEMESTER, I AGREE TO:

- Complete and submit an “Academic Adjustment Semester Request” after I register for classes.
- **AFTER RECEIVING MY “LETTERS OF ACADEMIC ADJUSTMENT,”** Email each of my instructors (with my NCC EMAIL), to CONFIRM “Letter of Academic Adjustment.”
- Plan with the professors, “How I can get the adjustments IN YOUR CLASS.”
- Contact the Coordinator immediately with any concerns or if any further arrangements are required to implement my academic adjustment(s).

***Continue to next page to complete the process.***



8. **Instruction Detail:** Please insert your initials in the “STUDENT’S INITIALS” field after the Informed Consent, only if you have read, understand, and consent to register with Student AccessAbility Services, and only if you agree to fulfill your responsibilities as described above.
9. If you have additional questions, you want answered by the Coordinator before agreeing to register with Student AccessAbility Services, insert the initials “QU.” Select the date from a calendar by clicking “SELECT.” Finally, click the “SUBMIT” button and wait for confirmation that your Intake Form has been submitted.

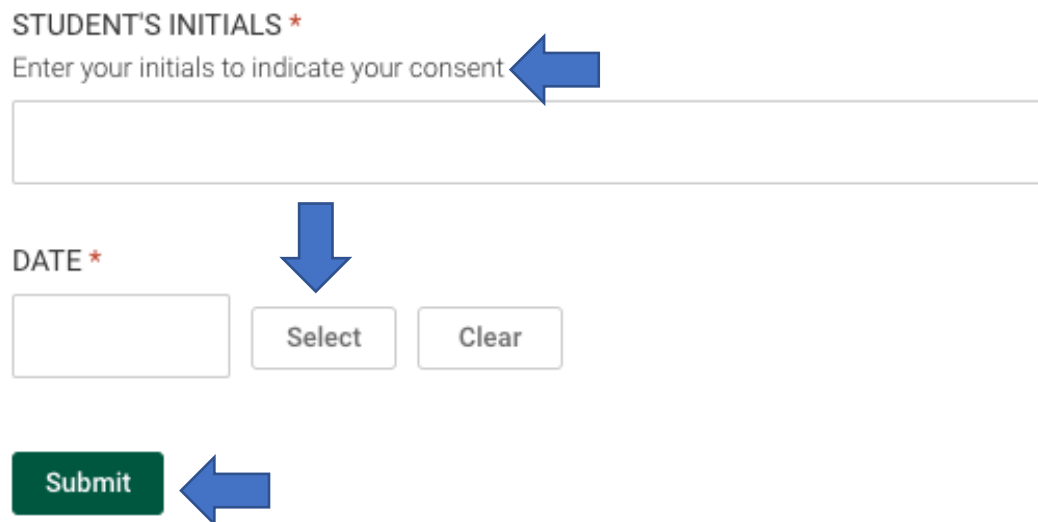
STUDENT'S INITIALS \*

Enter your initials to indicate your consent

DATE \*

Select Clear

Submit

A diagram illustrating the form flow. A blue arrow points from the 'STUDENT'S INITIALS' label to the text input field. Another blue arrow points from the 'DATE' label to the date selection dropdown. A third blue arrow points from the 'Submit' button to the left.

### Next Steps:

The Student AccessAbility Coordinator will review your request as soon as possible (varies by demand).

When your application is complete, we will notify you via your NCC email. **Watch this video on “[Accessing Email Video](#)”**

From the email, you will be able to make an online “NEW INTAKE INTERVIEW” appointment with Dr. Apfel.

**Please understand that submitting your request does not guarantee academic adjustments.**

**Welcome to Student AccessAbility Services!**