

## Requesting Accessibility and Accommodation Services

This section explains how students initiate disability-related services, submit documentation, and request accommodations at Navarro College. It also outlines timelines, service categories, and procedures for both new and returning students.

### General Information

Students are responsible for initiating the accommodation process by identifying themselves and sharing disability-related needs with the Office of Accessibility and Accommodations.

Navarro College email is the official method of communication for students. The Office of Accessibility and Accommodations will communicate with students using their Navarro College email address.

### New Students

New students must request services by completing an online Application/Request for Services or by scheduling an intake appointment.

Requests for services and supporting documentation may be submitted at any time during the year. However, accommodation review may take 2–3 weeks.

During peak registration periods, review times may extend to 3–4 weeks before a determination or status update is provided.

### Returning Students

Returning students do not need to schedule an appointment each semester to continue receiving previously approved accommodations.

Returning students must complete a Semester Request form.

Students requesting new or additional accommodations must follow the standard intake process described in the Student Processes section.

### Testing and Non-Navarro Students

The Office of Accessibility and Accommodations serves in a consultative role only for Testing Center staff when reviewing accommodation requests for non-Navarro students taking exams such as:

- Texas Success Initiative (TSI) assessments
- College Level Examination Program (CLEP) exams
- Other related standardized exams

## Service Request Timeframes

Certain services require advance notice to ensure proper coordination and availability.

Students should submit requests according to the following timelines:

- General accommodation requests: allow two to three weeks for review
- Peak registration periods: allow three to four weeks for status updates
- Books on tape, alternative seating/furniture, special equipment/software, captioning, and interpreters: request at least three to four weeks before anticipated need or at time of registration
- Housing-related accommodations: notify the Office of Accessibility and Accommodations and Residence Life at time of registration or at least three to four weeks before semester start
- Service animals: notify at time of registration or at least two to three weeks before semester start

## Types of Disabilities That May Require Services

Examples include:

- Attention Deficit Disorders
- Autism Spectrum Disorders
- Blindness or visual impairments
- Deaf or Hard of Hearing
- Learning disabilities
- Mental health disorders
- Neurological disorders or Traumatic Brain Injury (TBI)
- Physical or orthopedic conditions

## Academic Accommodations

Academic accommodations may include, but are not limited to:

- Extended time for tests
- Separate or quiet testing environment
- Note-taking assistance
- Enlarged printed materials
- Books in alternative formats (including audio formats)
- Preferential seating
- Sign language interpreting services
- Adaptive equipment or software