

## OFFICE OF STUDENT SUCCESS

629 Industrial Park Avenue • Asheboro, NC 27205 • www.randolph.edu/successcenter/Phone: (336) 633-0200

Creating Opportunities. Changing Lives.

## **Student Request for Accommodations Form**

Randolph Community College recognizes that students with disabilities are not only faced with many of the challenges that most students face, but also any challenges associated with their disability. We do our best to provide accommodations that will help meet the needs of our students. To help meet those needs, there are student responsibilities that must be completed. These responsibilities for accommodations are different for students in college than for students in elementary or high school. Students should allow sufficient time for accommodations to be processed and provided.

Name	<b>::</b>				_
	Last	First	Middle	Maiden	
RCC Student ID:		Date of Birth:		Semester:	_
Phone	e Number: ()	Email:			
Disab	ility:	Accommodatio	ns Requested		
Stude	ent Responsibilities:				
1.		erself/ himself as having a disabi	lity or need for accomm	nodations.	
2.	The student must make an a	ppointment to speak with the Dis	sability Coordinator so	there is an understanding of what re	asonable
	accommodation(s), if any, n	nay be provided for his/her classo	es.		
3.					
<ol> <li>4.</li> <li>5.</li> </ol>	The student must provide documentation from a licensed provider or use the Professional Medical Documentation Form. Unless				
	your disability/condition changes, this documentation is not required prior to each semester. Other documentation will be				
	accepted only if it includes all the required information listed on the provided Professional Medical Documentation Form.				
	IEP/504 is not sufficient to determine eligibility; however, may be attached to additional medical documentation.				
	https://www.randolph.edu/ pdfs/tutorials/professional documentation form.pdf				
	After the Disability Services Coordinator receives the student request for accommodation form and medical documentation. The				
	student will receive the <u>Accommodations Form (s)</u> using Etrieve Softdocs. The student will receive an RCC email notification,				
6.	they have received a form which requires their signature.  The student will forward the form to their instructor. The instructor will receive an RCC email notification they have received a form				
	in Etrieve which requires their signature. After the instructor signs, the electronic form is returned to the Disability Services Coordinator.				
		eate with the instructor(s) to ensu copy of the Accommodation Fo		lerstanding of the accommodations. ords.	The Student
7.	Requests for separate testing in the Assessment Center area must be submitted 2 business days in advance of the test date and time. The instructor must complete the <u>Accommodation Testing Form</u> located in Etrieve.				
8.	Tutoring is free for RCC students. If you have questions about tutoring services, please contact Dean Beck at 336-633-0265 or gdbeck@randolph.edu				
Di Co	sability Services Policies and	Procedures found on the website	, I understand that it is	agree to them. I have also reviewed my responsibility to inform the Disa or concerns regarding the accommo	ability
Stude	nt's Signature:			Date:	
Diggl	ility Coordinator's Signature:			Date:	
DISab	my Coordinator's Signature:			Daic	

REVISED 12/06/21.