

STUDENT ACCOMMODATION PROCESS

Students with disabilities are expected to meet the qualifications and maintain the essential institutional standards for courses, programs, activities, and facilities. The Office of Disability Services promotes self-advocacy. Students are encouraged to be independent thinkers who know their learning strengths and weaknesses and subsequently develop appropriate coping strategies for academic success, including approaching instructors and discussing any disability services which they are eligible to receive. This philosophy promotes independence and develops the skills students will need to function successfully in the workplace. In order to establish eligibility for accommodations, students must:

- Complete an Vance-Granville Community College application online at www.vgcc.edu
- Request and submit an official high school transcript or GED scores.
- Take the college's placement test to determine English and Math course placement. Students should contact the Advisor of Disability Services at (252) 738-3350 or via e-mail at evanst@vgcc.edu to arrange accommodations prior to testing if needed.
- Meet with an academic advisor to register for classes.
- Complete the accommodation request form.
- Submit appropriate documentation regarding medical condition or disability to the Office of Disability Services **30 days** prior to beginning of the semester.
- Schedule an appointment with the Advisor of Disability Services to discuss services and/or accommodations. This meeting is required for the accommodations and/or services to begin.