

Steps for Dual Credit Students

Step One - Documentation

- Schedule your initial appointment with the Coordinator of Disability Services at ACC. (Plan to be at the meeting for at least an hour.)
- Documentation should be presented before or at the time of appointment.
- Students should be prepared to discuss their disability and current accommodations with the coordinator.
- Documentation will be the: Last 504 or ARD minutes; Last IEP; Testing from FIE, Dyslexia scores; ADD/ADHD form or statement from physician. Call for more information.



Placement Testing

- Testing times are provided on a first come first serve basis.
- After testing is complete review TSI scores with the Dual Credit Advisor on your campus.

Texas Success
Initiative (TSI)
Assessment



ODS FERPA Form

- The student will be asked to fill out a FERPA form for the Office of Disability Services.
- The ODS FERPA form is only good for the Office of Disability Services and the testing coordinator. *(It's not the official form that allows access to instructors, and ACC personnel regarding the student.)*



Remember:
ODS can only talk to
individuals listed on the FERPA
form.

Office of Disability Services

3110 Mustang Road
Alvin, Texas 77511-4898
Tel: 281-756-3533
Fax: 281-756-5760

Email: ecross@alvincollege.edu
Alternate Email: ODS@alvincollege.edu

Step Two - Accommodations for the Classroom



- Schedule a follow up appointment with the Coordinator, Office of Disability Services. (Plan to be at the meeting for at least an hour.)
- Documentation will be reviewed again to determine appropriate classroom accommodations. (Accommodations for college courses may differ from high school accommodations.)
- Additional paperwork / forms will be required as part of the ODS registration process.

Accommodations Letters



- A letter of accommodation will be drafted by the Coordinator, Office of Disability Services, for the instructor and reviewed with the student.
- Students are responsible for talking to the instructor about the accommodations listed on the letter and how they will be implemented.
- Letters of accommodation from the high school will not be accepted for dual credit courses.
- Instructor and student will sign the Student Accommodation Form upon agreement of the letter.
- The Student Accommodation Form should be returned to the ACC, ODS office.
- Without an ACC accommodation letter, accommodations will not be provided.

New Classes / Future Semester

- Students are responsible for notifying ODS of all new class schedules and making a written request (emailed, but no phone calls) for accommodation letters. Letters will be mailed to your street address, so make sure we have the correct address on file.
- Request accommodation letters at least two weeks prior to class starting. (Letters are created in the order received.)
- Allow seven days to receive the accommodation letters once requested.
- Accommodations begin the day the letter is presented and discussed with the instructor. (Instructors should have 48 hours notice to prepare for accommodated testing.)

If accommodations are not provided, remind the instructor.

If accommodations are still not provided, contact ODS immediately.



ALVIN COMMUNITY COLLEGE

OFFICE OF DISABILITY SERVICES

281.756.3533

Office of Disability Services

3110 Mustang Road

Alvin, Texas 77511-4898

Tel: 281-756-3533

Fax: 281-756-5760

Email: ecross@alvincollege.edu

Alternate Email: ODS@alvincollege.edu