



ALVIN COMMUNITY COLLEGE
OFFICE OF DISABILITY SERVICES
ods@alvincollege.edu
281-756-3533

ODS Timeline

What needs to be done:

Whom:

When:

New Students:

- | | | |
|--|---------|--|
| ➤ To receive services from ODS, student must identify themselves to ODS and provide professional verification of disability. | Student | 60 days prior to the beginning of the semester |
| ➤ Set-up accommodations for and complete placement test | Student | As instructed by Advisor |
| ➤ Consult with ODS coordinator to discuss appropriate accommodations for classes | Student | 30 days prior to the beginning of the semester |
| ➤ Meet with ODS Coordinator to create accommodation letter | Student | 10 days prior to semester |
| ➤ Request for Alternate Format | Student | 30 days prior to the beginning of the semester |

After this point, follow the timeline for Returning Students for the remaining steps in the process (ex. request accommodations letters, pick-up equipment, etc.).

Returning Students:

- | | | |
|--|--------------------|--------------------------------------|
| ➤ Request any new Alternative Format | Student | 30 days prior to semester |
| ➤ Request accommodation letters | Student | 7 days prior to need |
| ➤ Meet with individual instructors to discuss needed accommodations. | Student
Faculty | Within 1 st week of class |
| ➤ Pick up any necessary equipment and/or note-taking paper. | Student | Within 1 st week of class |
| ➤ Internet classes-email instructor regarding accommodations. | Student | Within 1 st week of class |