



## Dual Enrollment Students with Disabilities

### **Step 1: Placement Testing**

Schedule an appointment at the ACC main campus with Eileen Cross, Coordinator of Disability Services, at 281-756-3533 or by e-mail at [ecross@alvincollege.edu](mailto:ecross@alvincollege.edu). Two or more meetings may be needed. Plan for the meeting to last at least an hour and possibly longer.

**\*\*Student must be in attendance during all meetings.\*\***

Documentation should be presented at time of appointment. Sending the documentation in advance can be useful in determining if more documentation is needed. Documentation should include:

- Last 504 or ARD minutes
- Last IEP
- Testing done to qualify as having a disability (FIE, Dyslexia scores)
- ADD/ ADHD or other medical diagnosis should have a statement by a qualified physician in the field of disability

Students should be prepared to discuss their disability, accommodations received at HS, and how the disability affects individual learning. They should also be prepared to begin making their own appointments and communicating through their own e-mail.

Be prepared to pay for testing after discussing and setting up accommodations for the placement test. Testing days and times may be scheduled over the phone at a later date. Testing times are provided on a first come first serve basis. Review TSI scores with the ACC Advisor on your campus and discuss Dual Enrollment options.

Students are asked to prepare for future semesters, including testing, 60 days prior to deadline for registration. 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 ODS and the testing coordinator. The *ODS FERPA is not the official form* that allows access to instructors, and ACC personnel regarding the student.

### **Step 2: After qualifying for a Dual Enrollment Class**

Schedule a follow up appointment at ACC with Eileen Cross and expect to meet for at least an hour.

**\*\*Student must be in attendance during all meetings.\*\***

- Documentation will be reviewed again to determine appropriate classroom accommodations. Accommodations for college courses may differ from high school accommodations/modifications provided for high school courses.
- Additional paperwork/forms will be required to be filled out as part of registering for ODS services.
- A letter of accommodation will be drafted for the instructors and reviewed with the student. Students are responsible for presenting their accommodation letter to the instructor and discussing the accommodations. Without an accommodation letter from ACC, accommodations will not be provided to the student. Letters of accommodation from the high school will not be accepted for Dual Enrollment courses.

Students are responsible for notifying ODS of all new class schedules and making a written request (can be e-mailed) for accommodation letters. It is important to request letters prior to class starting. Letters are prepared in the order the requests are made. It can take up to 7 days to receive the accommodation letters once requested.

Classroom accommodations begin the day the letter is presented and discussed with the instructor. Instructors should have 48 hour notice to prepare for accommodated testing.