



ALVIN COMMUNITY COLLEGE
OFFICE OF DISABILITY SERVICES
ods@alvincollege.edu
281-756-3531

ODS Timeline

| <u>What needs to be done:</u> | <u>By Whom:</u> | <u>By When:</u> |
|---|------------------------|--|
| ➤ To receive services from ODS, student must identify him/herself to ODS and provide professional verification of disability. | Student | 60 days prior to the beginning of the semester |
| ➤ Placement Test | Student | 60 days prior to the beginning of the semester |
| ➤ Consult with ODS counselor to discuss appropriate accommodations that will be needed to enroll in courses. | Student | 60 days prior to the beginning of the Semester |
| ➤ Request for Alternate Format Media. | Student | 30 days prior to the beginning of the semester |
| ➤ Request accommodation letters and/or for furniture for classrooms. | Student | 10 days prior to semester |
| ➤ 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 | Student | Within 1 st week of class |
| ➤ Fill out testing form completely for each exam. | Student Faculty | One week prior to test |
| ➤ Return completed testing form to ODS. | Student | One week prior to test |