



## ENTERPRISE STATE COMMUNITY COLLEGE

### **ADA Services for Dual Enrollment Students & Transfer Students**

Dual Enrollment Students or transfer students should contact the Admissions Office to inquire about admission status. To secure services from ADA Services, dual enrollment students and transfer students with disabilities must follow ADA Services registration outlined in this manual. The following steps are recommended to dual enrollment students and transfer students for ensuring timely service:

#### **I. Requesting Disability Documentation**

1. Request your disability verification be forwarded to ADA Services from the professional that diagnosed or assessed your disability. Typically you will have to sign a release of information before any documents are forwarded to ADA Services. Or;
2. Bring your disability verification information from the high school or institution that provided you with academic accommodations to ADA Services staff member. Typically you will have to sign a release of information before any documents are forwarded to ADA Services. Some colleges and universities will not forward disability verification to outside parties (such as Enterprise State Community College).

#### **II. Student obligations with accommodation requests are as follows:**

1. Meet with an ADA Services staff member to discuss accommodation requests.
2. Provide documentation to ADA Services to verify eligibility for services.
3. ADA Services will prepare an Accommodation Letter to the instructor of each dual enrollment course. The student will sign each Accommodation Letter.
4. Deliver an Accommodation Letter to the instructor of each course for which accommodations are requested.
5. Discuss how accommodations will be implemented with the instructor of the course. ADA Coordinator is available to offer suggestions to the student and faculty member.
6. Remind the instructor of exam accommodations at least one week before scheduled exams.
7. Report any problems with accommodation implementation to ADA Coordinator.

#### **III. Common Points of Confusion**

1. Who requests disability verification? The student is responsible for ensuring disability verification is sent to ADA Services. Staff of ADA Services does not request information from other institutions.
2. Admissions decisions are made without consideration of disability status. Do not send disability verification to Admissions.

Please feel free to contact Dava Foster, ADA Coordinator, at 334-347-2623 ext. 2293 or email [dfoster@escc.edu](mailto:dfoster@escc.edu)