



Counseling Department – Office of Special Services

PROCEDURES FOR REQUESTING SPECIAL SERVICES

If you have a documented disability, you may qualify for special accommodations and other services as you pursue your academic program. Please contact the Office of Special Services located in M-150 for assistance. Your information will be kept confidential.

If you have a disability and are requesting accommodations for classes at Galveston College, take the following steps:

1. Complete an application for admission to the college and submit it to the Admissions office. *Disclosure of a disability during the admissions process is not required or requested.*
2. Make an appointment with the Special Services Counselor, located in M-150 to discuss your particular needs and complete the Special Services Registration Checklist.
3. Submit required documentation to the Office of Special Services. Please submit your documentation prior to your Accommodation Agreement appointment.
4. Meet with your Academic Advisor to plan your academic program and prepare for class registration. The Special Services Counselor is the preferred advisor for students with special needs.
5. Register for classes.
6. Meet with the Special Services Counselor once all documentation has been turned in, and after you have registered and obtained your schedule.
7. The Special Services Counselor will complete an Accommodation Agreement with you and provide you with a copy for each instructor to sign.
8. Meet with you instructors to discuss how the accommodation will be addressed and obtain a signed Accommodation Agreement.
9. Return signed Accommodation Agreement to the Office of Special Services

You must meet with the Office of Special Services EACH SEMESTER to acquire new Accommodation Agreement for the current semester.

Accommodations are not retroactive.

Accommodations cannot be provided in a classroom until the student has self-disclosed a disability, completed the special service registration process and provided all required documentation to the Office of Special Services.

Office of Special Services Contact Information

Location	M-150
Phone:	409-944-1220
Fax:	409-944-1501
E-mail	jchiappo@gc.edu



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SPECIAL SERVICES STUDENT CHECKLIST

- _____ 1. Register with the Office of Special Services:
 - _____ Sign Disclosure Statement
 - _____ Sign Special Services Information and Emergency Release
 - _____ Request Accommodation
 - _____ Sign Disability Verification Form or provide documentation (as described in the Special Services Student Guidelines)

- _____ 2. Submit all documentation and necessary forms to the Special Services Counselor. Office of Special Services

- _____ 3. Schedule an appointment with the Special Services Counselor to develop an Accommodation Agreement for the upcoming or current semester

- _____ 4. Schedule a time to meet with *each* instructor to:
 - _____ Provide the instructor with a copy of the Accommodation Agreement
 - _____ Discuss with the instructor how the accommodations will be provided
 - _____ Obtain a signed copy of the Accommodation Agreement from the instructor

- _____ 5. Return a signed Accommodation Agreement with each Instructor to the Special Services Office.

- _____ 6. **New Accommodation Agreements must be obtained *EACH SEMESTER*.** Schedule an appointment with the Special Services Counselor as soon as you have registered for a new semester to develop your new semester's Accommodation Agreements.

******Accommodations are not retroactive, and can not be addressed until the student has completed the accommodation request procedures, including the submission of all required forms and documentation to the Office of Special Services.******

NOTE:

ACT EARLY! -

Do not wait until you are failing a class to ask for help! If you are struggling in a class, missing too much class or having any problems in class, talk to you instructor, or someone in the Student Success Center (N-119) and/or the Special Services Counselor (M-150). It is much easier to address a problem BEFORE too many missing assignments or failed tests have accumulated.

COMMUNICATE!

Ask questions. Let your instructors know about situations that arise. Communicate problems and concerns. Do not expect college personnel to be able to read your mind or remind you of procedures and deadlines. As adults, college students are expected to seek out relevant information, initiate contact when a problem arises, and ask for help when needed. Be your own advocate!