

**Academic Adjustment/Auxiliary Aid Registration Checklist**

[ ]  Complete the required Special Services registration forms, including providing all supplemental documentation. The documentation guidelines may be found on the GC website at [www.gc.edu](http://www.gc.edu) or in the Special Services Office located in Moody Hall (M-150)

[ ]  Meet with the Special Services Advisor to determine the academic adjustment, and create your customized Academic Adjustment/Auxiliary Aid Agreement letter. All required documentation must be submitted to the Special Services Advisor in order to receive an academic adjustment or auxiliary aid.

[ ]  Meet with your instructor(s) during their office hours or another arranged time to discuss how the academic adjustments will be addressed. All instructors for each course should sign the agreement.

[ ]  Return the instructor-signed Academic Adjustment/Auxiliary Aid Agreement letter to the Special Services Office.

[ ]  Meet with the Special Services Advisor ***each semester*** to obtain an Academic Adjustments/Auxiliary Aid Agreement letter for new instructors.

**Frequently Asked Questions**

**Where do I drop off my documents?**

The Special Services Office is located in the Counseling and Advisement Center on the first floor of Moody Hall, room M-150.

**Do I have to update my paperwork each semester?**

**Yes.** After completing your registration, you will meet with the Special Services Advisor **each semester** to develop academic adjustments/auxiliary aids for your new classes. After meeting with your new instructors to discuss the logistics of your academic adjustments/auxiliary aids, you will need to return the instructor-signed agreement letter to the Special Services Office.

**What happens if I forgot to meet with the Special Services Advisor?**

Academic Adjustments are not retroactive. Any grades that are earned in a semester prior to obtaining a new or renewal Academic Adjustment/Auxiliary Aid Agreement letter will stand.

**May I drop off my documents to anyone working in the Counseling and Advisement Center?**

1. All medical documentation and registration paperwork must be submitted directly to the Special Services Advisor.

2. Instructor-signed Academic Agreement letters may be left with the Counseling Administrative Assistant or work- study student.

Student Initials: Date: Special Services Rep Initials: Date: