

# Documentation Guidelines

Documentation should include a diagnosis AND a description of the evaluation process, resulting limitations, and appropriate accommodations.

Documentation should be recent. This means documentation should have been completed within the past three years or as an adult.

Documentation should be in written form and submitted from an appropriate professional (for example, medical doctor for medical disabilities, audiologist for hearing impairments, etc.).

Documentation should include complete contact information from the professional doing the diagnosis.

Documentation provided to CCC will stay on file with the college's ADA Staff and will not be included or identified in the student's academic record.

For Further information, please contact:

New Bern Campus  
ADA Coordinator  
Frederick Cooze  
252.638.7294  
[coozef@cravencc.edu](mailto:coozef@cravencc.edu)

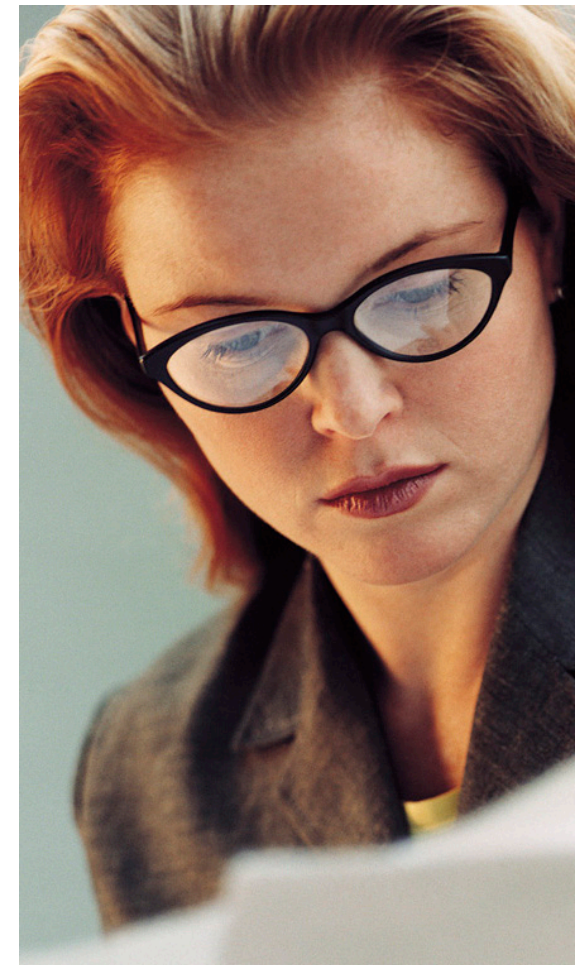
Havelock Campus  
Dean, Havelock Campus  
Gery Boucher  
252.444.3343  
[boucherg@cravencc.edu](mailto:boucherg@cravencc.edu)



800 College Court  
New Bern, NC 28562

Phone 252.638.7200  
Fax 252.638.4232  
[www.cravencc.edu](http://www.cravencc.edu)

## Craven Community College and Disabilities



# We are here to help you...

CCC provides equal access and comprehensive, quality services to all students with disabilities who experience barriers to academic access. The ADA office coordinates accommodations and support services to all qualified students with disabilities so that they can be self-sufficient and can develop their maximum academic potentials.

As a college student with a physical or learning disability, you have the right to request that Craven Community College make accommodations so the campus and classes are accessible. As a college student, you also have certain responsibilities.

## Students are responsible for making their disabilities known.

Students should contact the ADA Coordinator, Frederick Cooze, (F 101-A), at 252-638-7297 as soon as possible.

To receive services, students must provide current documentation from an appropriate licensed professional.

Acceptable documentation includes a medical report, a physician's statement, a psychological evaluation, or records from the division of Services for the Blind, Services for the Deaf and Hard of Hearing, and/or Vocational Rehabilitation.

An IEP, on its own, is not an appropriate document for submission when seeking college level accommodations.

## Students must request accommodations for each semester.

Requests should be made as soon as possible so that accommodations may be arranged. Some arrangements may require more time than others.

Accommodations are designed to make learning possible and the evaluation process fair, but accommodations do not guarantee success nor do they alter published course standards.

## Students have a responsibility to communicate regularly with counselors and their instructors.

Accommodations are not automatic. College personnel have to review all documents submitted with a request in order to determine if the accommodation is warranted, and to determine suitable accommodations for each request. Students are responsible for making the request well in advance of a semester's start.

The ADA office encourages self advocacy and will not contact instructors on the student's behalf without a formal request being initiated; rather we assist students in contacting your instructors with pertinent information related to a disability.

## Possible Accommodations Available:

- Early registration
- Registration assistance
- Adjustable desks/chairs
- Extended test time
- Oral testing
- Alternate test location
- Class notes
- Test scribe
- E-texts (as available)
- Enlarged print
- Interpreters
- Recorders
- Assistive technologies

