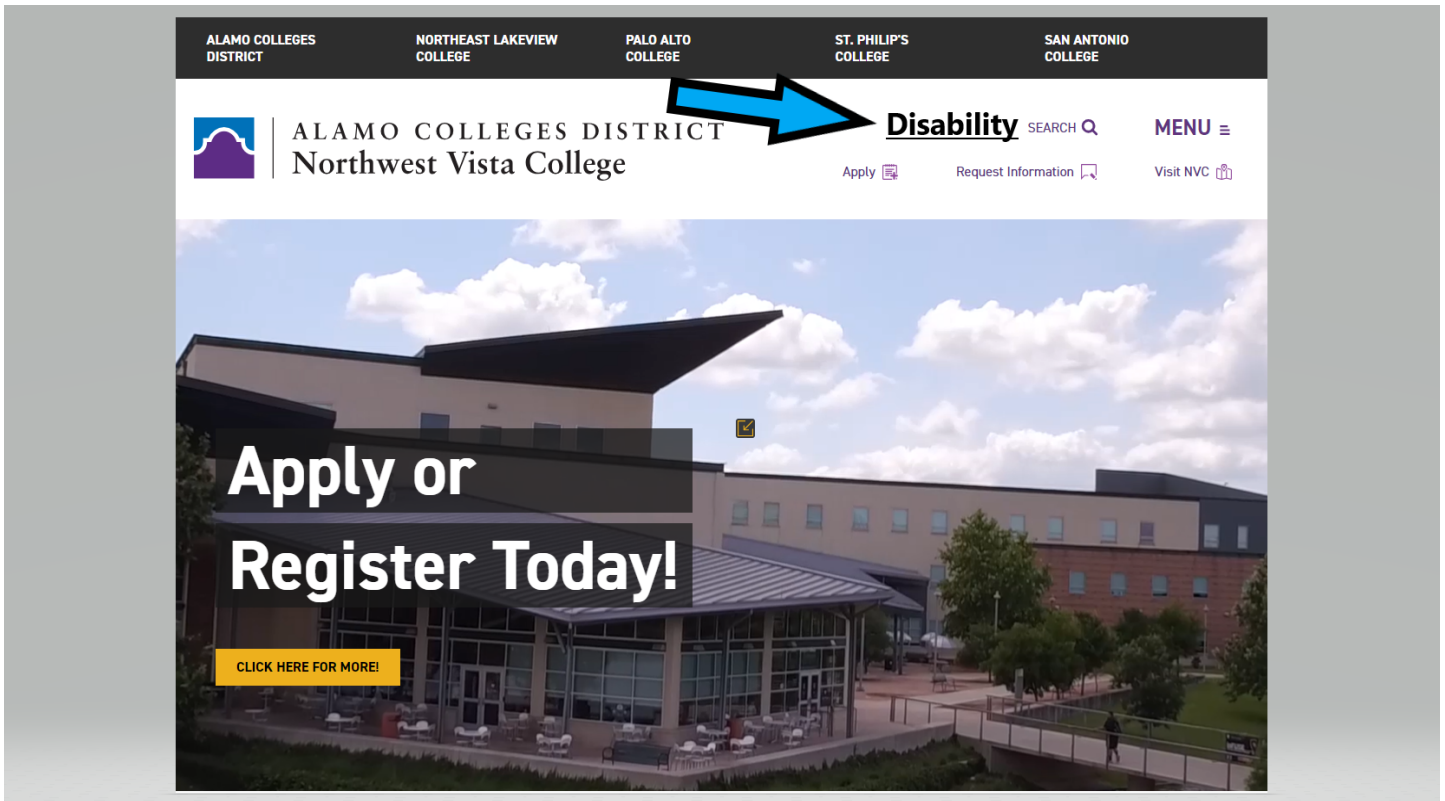
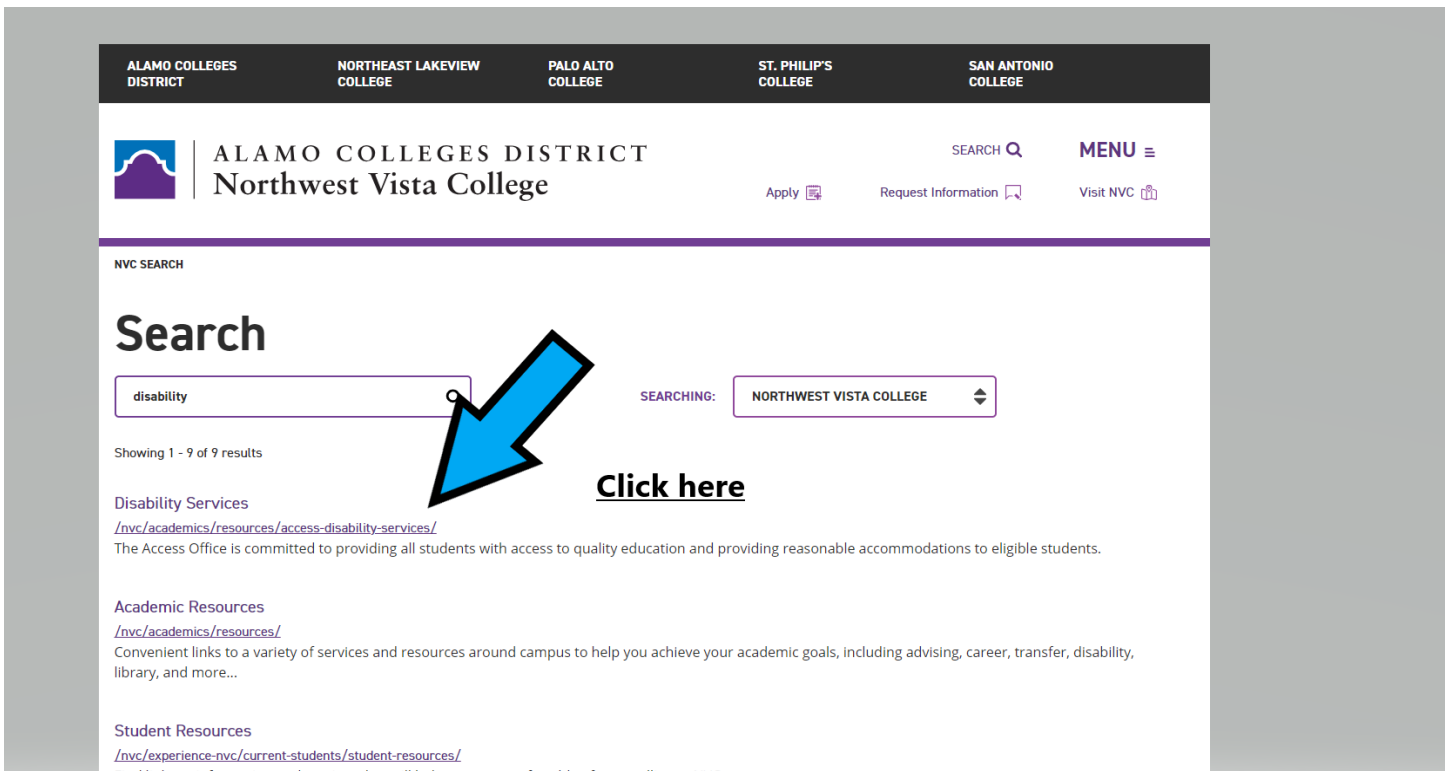


From the Northwest Vista College webpage, type “Disability” into the search box and click enter.



From here, click on the Disability Services link.



Next, you will see our webpage with additional information.

Click the “Accommodation Request Form” box.

ACADEMIC RESOURCES

- Career Experience
- Disability Services**
- Excellence in Teaching Awards
- Faculty Language Advocates
- Faculty-Student Mentoring +
- Project Math Paths +
- Time to Degree
- Universal Access Student Resources +
- Veteran Advocates (V2V)

Access Office (Disability Services)

Northwest Vista College is dedicated to creating opportunities for success for all of our students. The Access Office is committed to providing all students with access to quality education and providing reasonable accommodations to eligible students.

Accommodations

Accommodations are designed to help students with disabilities overcome challenges they experience in the classroom.

Refer to the list below for commonly requested accommodations.

- Exam Accommodations
- Use of a Recording Device
- A Reader or Scribe
- Interpreting Services
- Adaptive Equipment
- Opportunity to leave the class suddenly
- Students may be late to class due to walking difficulties

Guide: High School to College Transition & Accommodations

If you need accessible transportation to the college, please visit the following webpage:

- [VIA Bus and Viatrans Services](#) (including schedules, stops, and more)

Helpful Links

- [Accommodation Request Form](#)
- [Kurzweil \(web-based literacy support\)](#)
- [Student Advocacy Center](#)

This will then take you to our request form which will look like the below screen.

Alamo Colleges Forms

Form Instructions

To ensure the quickest processing time for your submission please follow the instructions below.

- Forms submitted during non-operating hours will be reviewed in order as they are received during the next regular operating day.
- If required, ensure all supporting documents are attached at the bottom of this form.
- Keep a copy of the confirmation page after submission for reference.

Form Details

Select Form*
DSS Accommodations

Select the Student's Home College*
2. Northwest Vista College

Full Academic Year Registration

Beginning each April, students register for upcoming fall, spring, and summer terms at the same time.

Disability Support Services will evaluate a request for accommodations each semester and will only accept and review submissions starting on the dates indicated below.

April 1st, Fall Semester requests for accommodations will be accepted.

November 1st, Spring Semester requests for accommodations will be accepted.

March 1st, Summer Semester requests for accommodations will be accepted.

Guidelines for Requesting Disability Services

Allow up to 14 Business Days (Excludes Weekends and Holidays) After Submission to be Contacted by Disability Services Staff

Please only submit your request during the specific term date.

Please note, our processing timeframe can take longer during our peak months of January and August. See our webpage for real-time updates.

Continue to fill out the form with your information.

Attach Supporting Documentation of your Disability, such as:

- High School Special Education Records (504, IEP, ARD)
- Medical Record with Disability Diagnosis
- Mental Health Diagnosis
- Any Military/Veteran Records Stating Disability
- Any Other Supporting Documentation

Here are examples of accepted supporting documentation. It should have the student's disability/diagnosis listed.



Documents can be scanned by using your Smart Device and downloading any Free App, such as Evernote Scannable

Instructions on how to scan your documentation with a smart device.



Please note: Returning for Disability Support Services within the Alamo Colleges District only requires attaching documentation for any previously undisclosed or new disabilities.

Registration/Enrollment Steps:

Any Services Outside of a Course/Class Room Accommodation

Add all classes from your current schedule:

How to Look-Up Your Class Schedule

1. Login to ACES
2. Click 'Student Tab'
3. Scroll down until you see 'Student Tools'
4. Click the FIRST option, 'Course Schedule'
5. Select the term (Example: Spring 2022) *Do not select COM or CE*
6. Submit.

Here are instructions on how to look-up your class schedule.



ARE YOU A STUDENT (WITH A BANNER ID AND ACES EMAIL)*

STUDENT ID*

STUDENT FIRST NAME*

STUDENT LAST NAME*

STUDENT EMAIL (ACES) (@student.alamo.edu)*

 Always use your student email.

DATE OF BIRTH*

PRIMARY STREET ADDRESS*

CITY*

STATE*

ZIP*

PRIMARY PHONE*

EMERGENCY CONTACT PHONE*

PLEASE SELECT ONE OF THE FOLLOWING*

Here you will select one of two:

First time requesting Disability Support Services.

Returning for Disability Support Services.

YEAR REQUESTED*

SEMESTER REQUESTED*

WHAT IS YOUR DISABILITY? (What is your diagnosis? Examples: ADHD, Visual Impairment, Anxiety, Cerebral Palsy)*

PLEASE SELECT ANY MAJOR LIFE ACTIVITIE(S) THAT ARE LIMITED DUE TO YOUR DISABILITY?*

- Self-Care
- Breathing
- Thinking
- Concentrating
- Walking
- Sitting
- Reading
- Interacting with Others
- Seeing
- Standing
- Learning
- Limited Use of Limbs
- Hearing
- Reaching
- Working
- Talking
- Other

Select any that apply to you.



WHAT TYPE OF ACCOMMODATION ARE YOU REQUESTING*

Please Select



Select either
TSI Accommodations
or
Class Accommodations.

WHAT TYPE OF ACCOMMODATION ARE YOU REQUESTING*

Class Accommodation(S)

WHAT ASSISTANCE/CLASS ACCOMMODATIONS ARE YOU REQUESTING?

Enter Details

Clearly list what accommodations you are requesting. Do not list "all" or "same as last semester"

CLASS #1: SEMESTER TYPE*

Please Select

CLASS #1: COURSE NAME & COURSE NUMBER (I.e. HIST-1301)*

please explain

CLASS #1: COLLEGE*

NORTHWEST VISTA COLLEGE



Select the campus in which you are taking the class at.

CLASS #1: WOULD YOU LIKE THE DISABILITY SUPPORT OFFICE TO SEND A LETTER OF ACCOMMODATION (LOA) TO THE INSTRUCTOR*

- Yes
- No

ADD CLASS (Choose as many as needed)

- Add Second Class
- Add Third Class
- Add Fourth Class



Select to add additional classes as needed.

IF YOU RECEIVED ACCOMMODATIONS LAST SEMESTER, WHAT WORKED (PLEASE BE SPECIFIC)*

Enter Details

IF YOU RECEIVED ACCOMMODATIONS LAST SEMESTER, WHAT DID NOT WORK AND WHY*

Enter Details

The Office of Disability Support Services will determine reasonable accommodations as appropriate under the applicable laws.

IMPORTANT NOTICE OF ACKNOWLEDGEMENT

If requesting a class accommodation you must be registered in a course for the accommodation process to begin.

If requesting a class accommodation it is your responsibility to notify the Disability Support Services Office when any schedule changes occur to be considered for accommodations.

Failure to notify the Disability Support Services Office will result in accommodations not being processed, for which I assume FULL responsibility.

Supporting Documentation

Please upload any supporting documentation (pictures, text messages, emails, etc.).

Click here Or drag & drop file here to upload

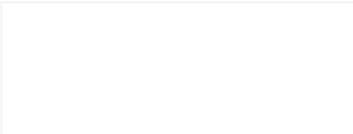
Supported file formats are JPG, JPEG, PNG, BMP, MP3, MP4, MOV, AVI, DOCX, XLS, PPT, PDF, HTML, EML, MSG and MBOX

Below is where you will upload your documentation.

Student Signature*

Please save signature when it is complete.

Signature By Sign



Save

Cancel

Submit

Sign, save, and submit your form. You will receive a case number after you submit it. You should record that number for your records.

Please check your student email for communication from us with the next step in the process. Please note, our standard processing timeframe is 14 business days. During January and August, it may take longer as that is our busiest time of the year.

Please check your student email for communication from us with the next step in the process. Please note, our standard processing timeframe is 14 business days. This does not include weekends or holidays. During January and August, it may take longer as that is our busiest time of the year. Also, we encourage students to continuously check the Northwest Vista College webpage for updated hours of operation.