



ALVIN COMMUNITY COLLEGE
OFFICE OF DISABILITY SERVICES
ods@alvincollege.edu
281-756-3531

ODS Timeline

<u>What needs to be done:</u>	<u>By Whom:</u>	<u>By When:</u>
➤ To receive services from ODS, student must identify him/herself to ODS and provide professional verification of disability.	Student	60 days prior to the beginning of the semester
➤ Placement Test	Student	60 days prior to the beginning of the semester
➤ Consult with ODS counselor to discuss appropriate accommodations that will be needed to enroll in courses.	Student	60 days prior to the beginning of the Semester
➤ Request for Alternate Format Media.	Student	30 days prior to the beginning of the semester
➤ Request accommodation letters and/or for furniture for classrooms.	Student	10 days prior to semester
➤ Meet with individual instructors to discuss needed accommodations.	Student Faculty	Within 1 st week of class
➤ Pick up any necessary equipment and/or note-taking paper.	Student	Within 1 st week of class
➤ Internet classes-email instructor	Student	Within 1 st week of class
➤ Fill out testing form completely for each exam.	Student Faculty	One week prior to test
➤ Return completed testing form to ODS.	Student	One week prior to test