

How to Apply for Accommodations

New Students

To provide appropriate planning and scheduling, students must submit a Request for Accommodations and talk with a counselor/advisor at least two weeks before most accommodations are needed. However, for scheduling of interpreters, available modified equipment and taped or enlarged text, please allow up to six weeks.

1. Contact the Admissions Office and make application to PJC.
2. Complete the Request for Accommodations Form from the Advising/Counseling Center at any campus location. You may also request an Information Release form.
3. Attach diagnostic documentation reports signed by a professional authorized to diagnose and/or treat your disability to your Request for Accommodations form. The report must be on letterhead and recent enough to include your current status. If you are a student who is deaf or blind you should present a Tuition Exemption letter.
4. Discuss with a counselor/advisor any assistance you may need for testing and how to access accommodations for any required TSI test. Make an appointment with the Testing Center to take the test. Present a Accommodation letter to the Testing Center to arrange special accommodations testing if requesting accommodations for testing.
5. Schedule an appointment with a counselor/advisor from the Advising/Counseling Center to talk about your class schedule. Bring your test scores to this appointment.
6. Attend a PJC Orientation session as scheduled by the Admissions Office.

Current Students

Current students may contact a counselor/advisor to submit a Request for Accommodations Form as early as four weeks prior to the beginning of the early registration. Students should meet with a counselor/advisor prior to the regular registration period.

Failure to follow these guidelines may result in a delay in receiving accommodations.