

DRS Admission & Registration Process

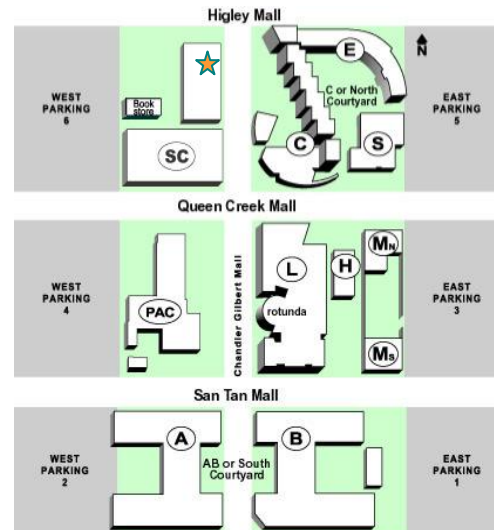
1. CGCC Home Page
 - Set up online student center account (my.maricopa.edu)
 - Apply for admissions on line or in person
 - Obtain MEID, & gmail account
2. Contact DRS Office
 - Identify your disability
 - Provide disability documentation: The Americans with Disabilities Act (ADA) Amendment Act of 2008, and Section 504 of the Rehabilitation Act:
<http://www.maricopa.edu/disab/>
 - Complete registration forms
 - Request accommodations for Placement Test
3. Placement Testing
 - For appointments refer to CGCC Testing Center homepage
 - Click “Placement Testing”
 - Click “Online Appointment Reservation”
4. Academic Advisement & Registration
 - New & first year students are required to meet with DRS Staff
 - Students needing outside auxiliary services are required to meet with DRS Staff (Refer to MCCCCD time requirements to secure services)
 - Continuing students may choose to self enroll, or obtain academic advisement through Enrollment Services
5. All students
 - Are encouraged to communicate any concerns, changes or needs directly with the DRS Office

Student Support & Transition Services Department

Department within Student Affairs

Office Location: Pecos Campus, SC 164
Office Hours: Monday-Thursday: 8a.m. - 8p.m.
Friday: 8a.m.-5p.m.
(Please see website for summer hours)

SS&TS Office: (480) 857-5188
DRS Office: (480) 857-5187
TTY: (480) 732-7066
FAX: (480) 212-0915 (Use all 10 digits)



2626 East Pecos Road, Chandler, AZ 85225-2499

Disability Resources and Services

Eligibility and required documentation for DRS services

1. Physical Disability:

Physical: Blind/Visual Impairment, Deaf/Hearing Impairment, Traumatic Brain Injury, Other Health Impairments

Required Documentation:

Medical report stating extent of injury or illness

2. Specific Learning Disability

Required Documentation:

Psycho-educational evaluation by qualified professionals

3. Psychological Disability:

Attention Deficit Disorder (ADD/ADHD), Depression, Anxiety, Bipolar, etc.

Required Documentation:

Current psycho-educational evaluation, diagnostic report, list of functional limitations

4. Temporary Impairments:

(May require accommodations for a limited time)

Required Documentation:

Written documentation, diagnosis, functional limitations and estimated time

***Note IEP's do not meet documentation requirements**

Accommodations are based on:

- Individual request and need
- Documented disability
- Registered courses
- Course content
- Intake and assessment
- Review of functional limitations

Instructor Notification Forms (INF's) process:

INF's are the process in which DRS notifies Instructors of the approved & required accommodations for each student.

- Student file must be in Active status
- Notify DRS office once class schedule is completed (1 month prior to classes starting)
- INF's will be ready for pick up the first week of classes
- Student & Instructor signatures are required
- Accommodations are in effect once signed INF's are returned to the DRS Office
- New INF's must be written every semester

To secure this process, all DRS forms must be updated and current

DRS students should strive to:

- Be an active participant in your academic & personal goal setting
- Seek new skills & knowledge
- Advocate for yourself
- Make positive & informed decisions
- Communicate directly and appropriately with staff & faculty
- Utilize campus & community resources to ensure **SUCCESS**

ENJOY THE CGCC EXPERIENCE

Time requirements to secure auxiliary services

Accommodations must be approved by the DRS Staff. Coordinating services with outside agencies requires additional time.

	(In weeks)
Enlarged print text	4
Audio books or recording	8
Note-taker	4
Sign language interpreter	4
Classroom accommodations	4
Tape recording for class	1
Extended test time	1
Software (if available)	8

DRS office is not required to provide:

- Personal care attendants
- Accommodations of a personal nature
- Psycho-educational evaluations or diagnostic reports
- Daily transport to & from campus
- Individual or private tutoring

Ethical & good practice standards are upheld by the DRS Office. Advocacy, accommodations, or support services may be denied if procedures outlined by this office, and institution are not followed.