

Accommodation Application Guidelines for Wilson Community College

Please note that students with a diagnosed disability/condition requesting academic accommodations for classes or exams need to do so **at least 14 days prior to the start of the term or exam in question.**

Please note that **accommodations cannot be provided retroactively.**

How to apply for accommodations:

1. All new students requesting accommodations must begin by filling out the **Accommodation Request Form**, found on our website under Accessibility Services, and submitting it online to the Special Populations Counselor.
 - a. The online request form allows students to self-identify and describe their disability/medical condition and its impact in their own words.
 - b. Applicants will be notified **via their WCC student email upon receipt of the request form along with information on further steps. No personal email addresses will be used to communicate about accommodations for current students.**
 - i. **For individuals without a WCC email, they will be called regarding the submission of their request form.**
 - c. Returning students are not required to resubmit a request form, unless they have not been enrolled for 2 consecutive semesters (Fall and Spring)
2. Students are also required to submit documentation from a medical provider or other professional (e.g. school, mental health clinician) that provides a diagnosed disability and speaks to the need for accommodations. Documentation guidelines are located on pages 14-21 of the Accessibility Services Handbook, found on our website under Accessibility Services.
 - a. Documentation may be faxed to 252-246-1384 or dropped off at the Student Development Office in building F.
 - b. Applicants will be notified **via their WCC student email upon receipt of their documentation along with information on further steps. No personal email addresses will be used to communicate about accommodations.**
 - i. **For individuals without a WCC email, they will be called regarding the submission of their documentation.**
3. Once the request form and documentation have been received, students will be contacted via their WCC student email about further steps. The process will end with an accommodations meeting to discuss the student's accommodations with the Special Populations Counselor (located in Student Development in building F). During the meeting, accommodations will be determined and notices will be sent to the instructors.
 - a. Once accommodations have been determined, students should schedule an appointment to meet with the Special Populations Counselor **at the beginning of every semester** to update and sign their Accommodation Notice to be sent out to the student's instructors.
4. ****Please Note**** A 7-day notice is required for interpreter services requests. **If the request is submitted less than 7 days in advance, then there is not a guarantee that the service could be provided in a timely manner.**

Testing Accommodations Proctoring Guidelines for Wilson Community College

For WCC students receiving testing accommodations, those accommodations will be handled in one of two ways. **STUDENTS ARE RESPONSIBLE FOR COMMUNICATING WITH THEIR INSTRUCTORS ABOUT THEIR TESTING ACCOMMODATIONS AND ARRANGEMENTS. FAILURE TO DO SO MAY RESULT IN DIFFICULTIES PROVIDING TESTING ACCOMMODATIONS.**

1. For students receiving extra test time and a low-distraction test setting based on their documentation (formerly called separate test setting) they will be directed to the proctoring center in the library, which requires reservations for testing 48 hours in advance.
 - a. Low-distraction setting provides a smaller quieter location outside of the classroom for the students to test. **It does not guarantee an environment where the student will be alone when taking their exam.** It also does not have the capacity to do read-alouds for test questions.
 - b. Students who receive only extra testing time for accommodations will also be directed to the proctoring center if having extra test time interferes with planned commitments after the exam (e.g. planned lecture after an exam, have another class immediately after an exam). Please note that this may require an alternative testing time to be decided on by the student and the instructor.
 - c. The proctoring center, which is found in the Library (building D), can be booked by an instructor or student. More information on booking and guidelines are located on the proctoring page of our website, which is under the Student Services tab.
 - i. All appointments must be made **48 hours in advance**
 - ii. Proctored exams must be scheduled to start at a time that will allow the exam to be completed prior to the closing time of the Proctoring Center.
 - iii. It is the student's responsibility to come in during the proper exam window set by the instructor.
 - d. At times, the proctoring center may be booked or the student may not be able to receive their extra time without missing another commitment. As such, alternative testing times may be needed.
 - i. **It is up to the student to communicate to his/her instructor about this issue and determine a suitable alternative.**
 - e. The student should also communicate with the instructor of the exam about how the instructor can be contacted if the student has questions and how the exam should be returned upon completion.
2. For students receiving **extra test time and a separate test setting or read-aloud testing accommodations: Faculty should attempt to provide a space and time to proctor the exam needing any of the above mentioned accommodations. If the faculty is not able to make proctoring arrangements, then the exam can be proctored by someone in Student Development (SD). Student Development must be notified 3-5 business days in advance for proctored exams.**

- a. Students and faculty should provide SD with at least **3-5 business days prior notice** for a proctored exam.
 - i. If sufficient notice for proctoring an exam is **not** given to the SD office, then there is no guarantee that the SD staff will be able to proctor the exam. If this is the case, then it will be the responsibility of the faculty member in question to make other arrangements for test proctoring.
- b. The student must also communicate with their instructor to ensure that the exam is sent to someone in SD before the proctoring date, and to find out logistical information such as the exam length and return method. This information will be communicated to the SD office.
 - i. In these cases, SD will follow up on the exam return method and length.