NOVA | Northern Virginia Community College

Checklist for Students with Disabilities

STEP 1. Apply for Admission and Financial Aid

- Apply **ONLINE** at http://www.nvcc.edu/novaconnect/student/hdi-apply.htm.
- Upon completing the application, all students are assigned an EMPLID (student identification number).
- If you wish to apply for student financial aid (grants, loan, work-study) complete the FAFSA form www.fafsa.ed.gov.

STEP 2. Take English and Math Placement Tests

- Tests are untimed, computerized, and a calculator/scratch paper is available for the math test. No personal calculators are allowed.
- The tests are given in the Testing Center and no appointment is necessary.
- Testing hours, locations, and sample questions can be found at www.nvcc.edu/resources/testing/testcenters.htm.
- Bring a photo ID and EMPLID number.

STEP 3. Complete all the forms included with this checklist (see attachments).

STEP 4. All about Documentation

- Obtain a copy of your most recent documentation (Psychological-Educational evaluation or medical report).
- Current documentation generally should be no more than three years old or use adult test instruments. Students with documentation that is not current, but otherwise meets college standards may be eligible for one semester provisional accommodations while seeking reevaluation.
- Please note that an IEP and/or 504 Plan are not sufficient documentation of a disability.

STEP 5. Schedule an appointment with a Disability Counselor. Please bring the following:

- Completed forms included with this checklist
- Documentation of your disability (if not previously sent)
- Commonwealth of Virginia Voter Registration Agency Certification
- Math/English Placement Test results

To schedule an appointment with a Disability Counselor, please call

Alexandria: 703-933-1840
Extended Learning Institute: 703-323-2404
Manassas: 703-257-6610
Woodbridge: 703-878-5760
Annandale: 703-323-3200
Loudoun: 703-450-2571
Medical Campus: 703-822-6633
Interpreter Services: 703-323-3187 (V/TTY) or *interpreters@nvcc.edu*.

Disability Support Services

Checklist for DSS Students:

- Provide a current copy of your MOA to:
  - Each professor/instructor
  - Testing center
  - Tutoring/Learning Resource center

- When utilizing test accommodations please make this request through your professor/instructor no later than **seven (7) days** in advance of your test/exam/quiz.

- If you wish to use a private room or a sound proof booth contact the Testing Center **at least seven (7) days** in advance to reserve a room. (Not available at all campuses)

- If you qualify for a reader/scribe and need one for an examination, please make arrangements with a campus DSS counselor **at least fourteen (14) days** prior to your exam date.

- If you are requesting alternative media/text for your exams please make this request with a campus DSS counselor **at least fourteen (14) days** prior to your exam date.

- If you would like to request audio or alternative textbooks please make this request with a campus DSS counselor **6-8 weeks** in advance.

- If at any time during the semester you or your professors/instructors have questions or concerns regarding your accommodations please contact your campus DSS counselor.
  - Deaf and hard-of-hearing students or your professor may contact the Interpreter Services Office with questions or to request assistance.

- Be sure to request an updated copy of your MOA prior to **each** semester. You can do this by emailing your campus DSS counselor. You must have an updated copy for every semester you are taking classes at NOVA.
  - Deaf and hard-of-hearing students may contact the Interpreter Services Office for an updated MOA.

I have reviewed the above information with my DSS counselor and I understand my responsibilities as a student requesting accommodations.

Student Signature:_____ Date:_____

DSS Counselor Signature:_____ Date:_____

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Students with Disabilities Information Form

Please complete and return to the Disability Support Service Counselor on your campus.

Name: _____ Student ID #: _____
Last First M.I.

Address: _____ Date of Birth: _____

_____ Home Phone: _____
City State Zip

NOVA E-mail Address: _____ Work Phone: _____

All faculty, staff and students are expected to check their NOVA email on a frequent and consistent basis in order to ensure that they are staying current with all official communications.

Cell Phone: _____

Ethnicity (check all that apply):

- ☐ African American
- ☐ American Indian or Alaskan Native
- ☐ Asian or Pacific Islander
- ☐ Caucasian
- ☐ Hispanic
- ☐ Other

☐ High School: _____ ☐ GED Date of Graduation/GED: _____

Campus(es) you expect to or are attending:

☐ Annandale ☐ Alexandria ☐ Medical Education

☐ Loudoun ☐ Manassas ☐ Woodbridge ☐ ELI

When will you start classes? ☐ Fall ☐ Spring ☐ Summer Year: 20____

Financial Assistance/Program Assistance:

- ☐ Financial Aid
- ☐ Scholarship _____
- ☐ Department of Rehabilitative Services
- ☐ Department for the Blind and Visually Impaired
- ☐ Other _____

DISABILITY: (Check all that apply)

- ☐ Acquired Brain Injury
- ☐ ADD/ADHD
- ☐ Deaf/Hard of Hearing
- ☐ Learning Disability
- ☐ Mobility
- ☐ Psychological/Psychiatric Disability
- ☐ Speech Impairment
- ☐ Visual Impairment (Blind/Partial Sight)
- ☐ Other (Medical/Health) _____

EDUCATIONAL HISTORY

Please describe any support services or devices you have used In previous academic settings: _____

_____

_____

_____

Have you experienced difficulty In any of the following academic areas? (Check all that apply.)

- ☐ Reading
- ☐ Spelling
- ☐ Math
- ☐ Taking tests
- ☐ Study skills
- ☐ Reading rate
- ☐ Comprehending concepts
- ☐ Retaining information
- ☐ Completing assignments on time
- ☐ Organization
- ☐ Motivation
- ☐ Other (specify) _____

_____

How did you learn about our services?

- ☐ Rehabilitation Agency (0002)
- ☐ Another Student (0003)
- ☐ College Instructor (0004)
- ☐ High School (0006)
- ☐ Literature (0007)
- ☐ Parent (0008)
- ☐ Self (0009)
- ☐ Website (0010)
- ☐ Other (0011) _____

Information contained within the file will be kept confidential and will not be shared with anyone outside NOVA without your expressed authorization. The college requires that this form and appropriate documentation of disability be submitted four weeks prior to receiving approved accommodations. Once documentation is received and approved, student is to schedule an appointment with a Disability Services Counselor on their campus to discuss accommodations, procedures, and policies.

STUDENT SIGNATURE: _____ DATE: _____

Form 125-138
Rev. 6/12

NOVA | Northern Virginia Community College

Disability Support Services: Consent for Release of Information

Name: _____
Last *First* *Middle*

NOVA Student #: _____ Date of Birth: _____
MM/DD/YY

Maiden name or other used: _____
Last *First* *Middle*

Campus of Record: AL _____ AN _____ LO _____ MA _____ MEC _____ WO_____

I, the undersigned, consent to and request all appropriate persons and/or agencies or institutions to release information regarding myself to Northern Virginia Community College for use in educational/vocational planning. All information will be kept confidential and maintained as part of my records with the Disability Support Services Office. I authorize the release of information to include one or more of the following medical records (please check all that apply):

[ ] Medical Reports

[ ] Learning Disability Assessment Reports

[ ] Psychiatric Evaluation Results

[ ] Vocational Rehabilitation Plan

[ ] Audiology and Speech/Language Pathology Reports

[ ] Other _____

I further give permission for the Disability Support Services Counselor(s) to discuss my educational situation with other professionals who have a legitimate educational need to know. This authorization shall remain in effect until revoked in writing by the student or by_____, whichever comes first (not to exceed two years from the date signed).

_____ _____
Signature of Student *Date*

_____ _____
Signature of Parent/Guardian *Date*
(Required for Student under 18 years of age)

A PHOTOCOPY IS AS VALID AS THE ORIGINAL

NOVA | Northern Virginia Community College

Form 125-238
Rev. 6/12

Notice of Destruction of Outdated Disability-Related Records Policy

Northern Virginia Community College (NOVA) has adopted a policy that permits destruction of outdated disability-related records, including medical documentation provided by students to the college pursuant to a student's request for accommodation of a disability. When NOVA determines that it has been three or more years since a student either attended **NOVA** or received accommodations as a student with a disability from NOVA, the college may destroy any disability-related documentation that it has in its possession without providing further notice to students whose records are subject to destruction. NOVA will not be responsible for the replacement cost of any medical or disability-related documentation destroyed pursuant to this policy, or for any new documentation that may be required in order for a student to re-apply for accommodations. For this reason, students are encouraged to retain copies of their own medical records and disability-related records, and not to depend on the college maintaining such records.

Students who would like to have their disability-related records and medical documentation returned to them may contact the disability services counselor at the campus where their records are maintained and make arrangements to pick up their records prior to destruction of such records.

Due to the expense involved, NOVA is unable to mail records. If a student designates a third-party to pick up records, a letter signed by the student of record giving NOVA permission to release the records must be received by the custodian of the records before records will be released to a third-party.

NOVA emphasizes that the only documents that are subject to destruction under this policy are disability-related records maintained by the disability services counselors at the campuses. Other records associated with a student's academic, student discipline, and financial history at Northern Virginia Community College are not affected by this policy. Notice of this policy will be provided to students via electronic mail and by posting in NOVA publications. Students who have any questions about this policy or their disability-related records should contact a disability services counselor.

Student's Printed Name	Student ID Number
Student's Signature	Date

Commonwealth of Virginia
Voter Registration Agency Certification

If you are not registered to vote where you live now, would you like to apply to register to vote here today?
(Please check only one)

☐ I am already registered to vote at my current address, or I am not eligible to register to vote and do not need an application to register to vote.

☐ Yes, I would like to apply to register to vote. (please fill out the voter registration application form)

☐ No, I do not want to register to vote.

If you do not check any box, you will be considered to have decided **not to** register to vote at this time. Applying to register to vote or declining to register to vote will not affect the assistance or services that you will be provided by this agency.

If you decline to register to vote, this fact will remain confidential. If you do register to vote, the office where your application was submitted will be kept confidential, and it will be used only for voter registration purposes.

If you would like help filling out the voter registration application form, we will help you. The decision whether to seek or accept help is yours. You may fill out the application form in private if you desire.

If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, you may file a complaint with:

Secretary of the Virginia State Board of Elections
Washington Building
1100 Bank Street
Richmond, VA 23219-3497
(804) 864-8901

_____	_____	_____
Applicant Name	**Signature**	**Date**

for agency use only

Voter Registration form completed: ☐ Yes ☐ No

Voter Registration form given to applicant for later mailing (at applicant's request): ☐

_____ _____

Agency Staff Signature Date

SBE 032-03-945 07/09

Information on Voter Registration for Northern Virginia Community College Students

1. **MAIL-IN VOTER REGISTRATION FORMS CAN BE OBTAINED AT ANY OF THE FOLLOWING LOCATIONS:**

    - Student Services Center and Counseling offices at any of the six campuses.
    - The national voter registration form can be downloaded at the following Internet site: http://www.eac.gov/
    - The state registration form can be downloaded at: http://www.sbe.virginia.gov/cms/Voter_Information/Index.html

2. You can register to vote in only one jurisdiction. If you have moved since you last registered to vote, you should register from your new address. **You can register to vote at any time of the year; however, to participate in an upcoming election, your voter registration application must be received by published registration deadlines.**

3. To vote in Virginia, students must be U.S. citizens, residents of Virginia, and be 18 years old by the next election. They must not be mentally incompetent as determined by a court of law. **If** convicted of a felony, **the right to vote must have been restored.**

4. You can **mail or** hand deliver your voter registration form to your local voter registration office or **you may** mail it to:

    Virginia State Board of Elections
    Washington Building, First Floor,
    1100 Bank Street, Richmond 23219.

5. Your voter registration form must be postmarked by the specified registration deadlines located at: http://www.sbe.virginia.gov/cms/Election_Information/Election_Calendar_Schedule.html

6. If mailed, the application must be postmarked no later than the deadline.

    - If delivered in person, the application must be received by the deadline.

    - Applications postmarked or received after the deadline will be held and processed after the election.

    - For questions concerning completing the application and voting on Election Day, call your local voter registration office.

    - For questions concerning election rules and regulations, call the State Board of Elections at: Telephone: 804 864-8901 Toll Free: 800 552-9745 FAX: 804 371-0194.

7. Students with disabilities can get voter registration information from the Counselors for Students with Disabilities on each campus.