

Student Processes

This section outlines the procedures for requesting and receiving accommodations during the admission process and after admission to Navarro College. It includes steps for submitting documentation, scheduling appointments, and requesting academic accommodations through the Office of Accessibility and Accommodations.

Admission and Assessment of Prospective Students

Individuals who require accommodations for any part of the College admission and assessment process should contact the Office of Accessibility and Accommodations directly. The Office will determine appropriate accommodations.

Individuals requesting accommodations should follow the guidelines below.

Individuals should contact the Office of Accessibility and Accommodations to schedule an appointment in advance of admissions and assessment activities.

Individuals who require interpreting services are encouraged to submit requests at least 72 hours in advance of scheduled admissions and assessment appointments. Requests submitted less than 72 hours in advance cannot be guaranteed.

Individuals with disabilities are expected to meet established admissions requirements, including placement assessments.

After completing the College admission application and prior to completing the Texas Success Initiative (TSI) assessment, students who need accommodations related to visual impairment should provide appropriate documentation to the Office of Accessibility and Accommodations.

The Office of Accessibility and Accommodations will determine appropriate accommodations and notify testing personnel as needed.

Navarro College maintains established assessment procedures. All assessment policies apply to all students, regardless of disability status.

Accommodation Request for Admitted Students

Individuals who have been admitted to Navarro College and have received a student identification number may begin the process of requesting academic accommodations.

Newly admitted or returning students seeking accommodations should contact the Office of Accessibility and Accommodations or visit the official Disability Services webpage.

Students enrolled in distance learning courses should also use the Disability Services webpage.

Students requesting accommodations should follow the steps below.

1. Submit Application

Students must complete the online [Application or Request for Services](#), available on the Accessibility and Accommodations web page.

2. Submit Documentation

Students must submit appropriate documentation. Documentation may be submitted:

- Online during the application process
- By fax
- By email
- In person to a campus advisor

The Office of Accessibility and Accommodations reserves the right to verify all submitted documentation.

3. Schedule Intake Appointment

Students must schedule an intake appointment with the Office of Accessibility and Accommodations. Appointments may be completed in person or by phone.

Individuals who require interpreting services should request them at least 72 hours in advance. Requests made less than 72 hours in advance cannot be guaranteed.

4. Intake Discussion

During the intake appointment, students are encouraged to share information about their disability and the accommodations they believe may be appropriate.

Office staff may provide additional recommendations to support students in identifying appropriate accommodations.

5. Academic Advising

Students may receive general academic advising during the initial appointment.

New students are encouraged to complete the Texas Success Initiative (TSI) Assessment prior to advisement for placement purposes.

Advising may include topics such as:

- Course placement in math, reading, and writing
- Transition to college
- Time management

- Semester course selection
- Transfer and degree planning
- Tutoring and testing resources
- Campus engagement opportunities
- Student support services, including financial aid, housing, library services, and career services

6. Accommodation Determination Timeline

Accommodation decisions are based on:

- Student request
- Professional documentation
- Evaluation by the Office of Accessibility and Accommodations

Students should be informed that processing requests may take 2–3 weeks.

7. Notification of Decision

Once documentation has been reviewed, students will be notified of the decision via Navarro College email.

Navarro College email is the official method of communication for students.

8. Appeals

Students may appeal accommodation decisions by contacting the Disability Services Coordinator to request a review.