

TESTING ACCOMODATIONS

All tests will be taken the same test date and test time as the class unless prior approval has been given. (If you have questions please check with the DSS Coordinator or the DSS Assistant Coordinator.)

FINAL EXAMS

You must register with a DSS staff member for all final exams you plan to take with DSS at least one (1) week prior to the final exam. Even if you have provided DSS with a syllabus, you must register to take your final exam with DSS. This is extremely important to ensure that your test is administered at the proper time.

DSS STAFF MEMBERS ARE
AVAILABLE DURING THE
SEMESTER TO ANSWER
QUESTIONS, COUNSEL, AND
HELP WITH PROBLEMS.

OFFICE OF DISABILITY SUPPORT SERVICES STAFF

GCCC Telephone # 850-769-1551

Enter the extension number of the person you are trying to reach when prompted.

Linda Van Dalen	Coordinator	x3834
Diane Randall	Asst. Coordinator	x4852
Holli Mast	Learning Specialist	x3342
Elaine Poston	Learning Specialist	x4849
Kristi Krutcheck	Learning Specialist	x4854
Kiki Hendrix	Interpreter	x6071
Jalinda Richards	Interpreter	x3365
Sandra Thompson	Interpreter	x6071
Tamara Nguyen	DSS Assistant	x3243
Daniel Chambers	DSS Assistant	x5884
Tamara Nguyen	DSS Assistant	x3243
Alicia Davis	DSS Assistant	x3243

LOCATION

DSS personnel are located on the first floor of the Student Union East Building.

Phone: 850-872-3834
Toll Free: 1-800-311-3685 ext. 3834
<http://www.gulfcoast.edu/dss>

STUDENT CHECKLIST

Disability Support Services



*Because a disability
isn't always a
visibility*

OTHER FORMS OF THIS
BROCHURE
(I.E. ENLARGEMENTS) MAY BE
OBTAINED THROUGH THE
OFFICE OF DISABILITY
SUPPORT.

Students who are working with the office of disability support services and who are NOT FIRST TIME students at Gulf Coast Community College (GCCC) need to follow steps 8-13 EACH SEMESTER they attend GCCC.



- 1. Contact Disability Support Services (DSS)—Identify yourself as a new student who qualifies for DSS services.
- 2. Schedule an appointment with DSS staff to discuss your personal career goals and the accommodations you will need.
- 3. Provide documentation of your disability to the DSS office. This can be done either by requesting the information yourself or by signing a release form and allowing the DSS office to request the information for you.
- 4. Discuss the types of accommodations used successfully in high school and what accommodations you will need in college.
- 5. Submit an admission application to GCCC. This can be done by requesting an application package or via the GCCC web site: www.gulfcoast.edu.
- 6. Take the college placement test. Check with the DSS coordinator or a counselor in the Counseling Center to see if the placement test is needed.)
- 7. Access the online orientation.
- 8. Check dates for advising and registration and meet with your academic advisor. First time students will see a Master Advisor in the Advising Center located in the Admissions Building. If you have any scheduling problems, a member of the DSS staff will be available to assist you.
- 9. Let the DSS office know you have registered and provide them with your class schedule.
- 10. Begin classes on the scheduled date. If you need additional accommodations that have not been discussed with DSS, please let us know immediately. Some accommodations may take additional time to arrange.
- 11. Attend a DSS orientation (fall semester only). This will be for new and returning students. This orientation will provide updated information concerning DSS student needs and procedures.

- 12. The DSS office will send a letter making your instructors aware that you qualify for DSS services. In order for there to be better communication with your instructors, speak with your instructors at the beginning of each semester concerning the accommodations you will need. (This includes your intent to take your test with DSS.)

Step 13 is for students using testing accommodations.

- 13. Provide a DSS staff member a copy of the syllabus for each course you are registered for in order to schedule test dates.

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