



STEPS to Receive 504 and SPED Services in Dual Credit Courses

CONTACT Navarro College Disability Services

- Mr. Brett Haduch at 903.875.7377
- brett.haduch@navarrocollege.edu

REGISTER with Disability Services Office four weeks before the start of the semester

CLICK ON LINK below to access Disability Services Application

https://nc-accommodate.symplicity.com/public_accommodation/

SUBMIT DOCUMENTATION* by any “one” of these methods:

- **UPLOAD** documents with the application
- **FAX** documents to **MR. BRETT HADUCH** at 903.875.7391
- **DELIVER** documents in person to the Disability Services Office
- **SCAN and EMAIL** documents to brett.haduch@navarrocollege.edu

THEN...Disability Services will notify you via email to schedule an appointment, **IF NECESSARY**. Accommodations will be discussed during your meeting. **MEETINGS CAN BE IN PERSON OR VIA PHONE.**

APPROPRIATE DOCUMENTATION

- Documentation needs to be as recent as possible.
- Documentation must be from an authorized professional such as licensed MD, Psychologist, Licensed Specialist in School Psychology, Licensed Therapist, or Certified Educational Diagnostician.
- Documentation must include diagnosis and resulting functional limitations and **academic limitations**.
- Also helpful are functional assessments performed, assessment of student’s needs and any recommended accommodations.

Contact **Mrs. Shonna L. Franklin, Advanced Academics Coordinator** at 903-874-8211 with questions about this process.