

GUIDE TO OBTAINING ACCOMMODATIONS AND SERVICES

PROVIDE DOCUMENTATION

Documentation must be:

- Provided prior to the intake appointment
- Current (no more than three years old)
- Signed by the appropriate professional
- Shows a substantial limitation to a major life activity
- Supports appropriate accommodations that provide equal access

You can upload an IEP/504 plan from your high school, a psychological/medical evaluation, have your doctor complete one of our [Documentation Request Forms](#), or provide a letter from your doctor on company letterhead, which includes your diagnosis and a physical or electronic signature.

Documentation can be sent to the Accessibility Services Office by:

- Uploading with your [Application for Accessibility Services](#)
- Emailing it to accessibilityservices@mybrcc.edu
- Faxing it to 225-216-8642
- Dropping it off to Counseling & Accessibility Services (CAS), located in the Bienvenue Student Center

DOCUMENTATION APPROVAL PROCESS

- Your documentation will be assessed by a member of the CAS staff.
- If documentation is approved, you will be emailed appointment times to schedule an intake appointment.
- If additional documentation is required, you will be informed about what you need to provide in order to receive services.

INTAKE APPOINTMENT SCHEDULED TO

- Discuss accommodations you are entitled to receive
- Learn the policies and procedures for accessing each accommodation
- Learn about the requirements for requesting accommodations such as a distraction reduced environment, interpreter, etc.

RECEIVING ACCOMMODATIONS IN CLASS

- You will receive an email from the CAS office with an accommodation letter and other forms attached.
- Distribute the letter and make an appointment with each instructor to discuss how each accommodation will be provided.
- Make accommodation /test requests throughout the semester in a timely manner. Requests need to be made at least 3 business days prior to the need.
- Inform the Instructor/CAS Office of problems with accommodations as soon as they arise

UPDATE ACCOMMODATIONS FOR EACH SEMESTER

- Request accommodations every semester by completing the [Semester Accommodation Request Form \(SARF\)](#)
- If requesting additional accommodations, complete the [Amendment Application](#) using the link and upload your supporting documentation there. Our office will review your documents to determine if you are eligible for additional accommodations.

ADDITIONAL BRCC SERVICES OFFERED

- Any registered student in need of **personal or mental health counseling** is eligible for FREE counseling services. All counseling records are kept strictly confidential. If you are interested in scheduling a counseling session, please click the link to complete the [Consent to Treatment](#). Referrals for outpatient services will be given, if necessary.
- **Free tutoring** and other academic support provided by the [Digital Learning and Academic Support Center](#)
- [College Navigators](#) guide students through degree completion by helping them **select courses** that meet program requirements, understand degree requirements, set academic goals, understand college policies/procedures, and connect student with campus resources.