

Office of Student Support

NEW STUDENTS WITH DISABILITIES

If you are a new or current student with a disability and want to receive academic accommodations for your classes and/or placement test, there are a few steps you must take one full semester in advance:

1. Apply to RCBC by completing an admissions application. Wait to receive your RCBC letter of acceptance with your Student ID number.
2. Contact the Office of Student Support and self-identify as a student with a disability.
3. Provide the Office of Student Support with appropriate documentation of your disability/ disabilities.
4. Depending on your disability/disabilities one or more of the following items will need to be provided (items a thru e cannot be more than 3-years-old, item e needs to be updated annually):
 - a. IEP or 504 Plan that was in use during your senior year of high school, stating educational diagnosis and accommodations (**not the Exit IEP, Student Summary of Performance, or Statement of Graduation**)

PLUS:

- b. Learning Evaluation with diagnosis and recommended accommodations
- c. Psychological evaluation with diagnosis and recommended accommodations

(Please note that b, and c should not be more than 3 years old)

AND/OR

- d. Medical evaluation with diagnosis and recommended accommodations
- e. Psychiatric evaluation with diagnosis and recommended accommodations

5. Contact the Office of Student Support at 856-222-9311 ext.1208 or studentsupport@rcbc.edu to arrange for an intake interview.

- a. During the intake interview, we will analyze your documentation, discuss your educational goals, provide you with a Student Agreement Form, and an explanation of your rights and responsibilities as an adult learner at a higher education institution.
- b. You will also complete a Disability Release Form, which will give us permission to process your accommodation plan.