

## Steps to applying for Accommodations at Great Basin College

1. Complete the Request for Accommodations Form and fax it to GBC, Attention: Julie G. Byrnes at Fax # (775)753-2311.
2. Fax or bring in documentation of your disability to Julie G. Byrnes (Fax # 775/753-2311). The Guidelines for documentation are as follows:

*Great Basin College Strives to comply with every aspect of the Americans with Disabilities Act and in doing so it reviews each individual application for accommodations individually and on a case by case basis. The Office of Services for Students with Disabilities asks that each student submit documentation of the presence of a disability and documentation that supports the need for requested accommodations. However, it is our goal to ensure that the burden of providing documentation of a disability not be unnecessarily burdensome or unnecessarily discourage individuals with disabilities from establishing the need for a reasonable accommodation. GBC asks that students provide documentation that contains the following documentation, prepared by an appropriate professional, such as a medical doctor, psychologist or other qualified diagnostician, whenever possible. The required documentation should usually include one or more of the following:*

- *A diagnosis of your current disability and supporting information concerning the diagnosis, including the date of the diagnosis and the diagnostic criteria or tests used in making the diagnosis*
- *A description of how the disability affects the individual and if it disrupts any major life activities.*
- *A description of how the disability may affect the individual's academic performance.*
- *The credential of the diagnosing professional.*
- *Individuals that cannot provide documentation should contact the Director of the Office of Services for Students with Disabilities (Julie Byrnes [775.753.2271](tel:775.753.2271)) for an individual review.*

*All documentation is reviewed on a case by case basis.*

*The student shall provide the verification documentation to the director of services for students with disabilities. The cost of obtaining the professional verification shall be paid by the student.*

*If the initial verification is incomplete or inadequate to determine the presence of a disability and appropriate accommodations, the College shall have the discretion, in rare circumstances, to require supplemental assessment of a disability. The cost of the supplemental assessment shall be paid by the student.*

3. As soon as the above forms are received, your file will be evaluated and you will be contacted either with your accommodation memo or with a request for more information or documentation. Forms may be found on the GBC website ([www.gbcnv.edu](http://www.gbcnv.edu)) under Disability or you can call (775)753-2271 and have them sent or faxed to you. You should register for classes early and apply for services for students with disabilities well in advance of when you plan to attend school. It is recommended that you apply for services 6 weeks in advance of starting classes.