



Beaufort County Community College

5337 US Hwy 264 East Washington, NC 27889

Accessibility Services Steps to Receiving Services

To receive accommodations while attending Beaufort County Community College, students must adhere to the following procedures:

1. Student completes an application for services. Application may be obtained from Coordinator of Accessibility Services.
2. The student must request accommodations (within a time frame that allows the college to make necessary adjustments).
3. The student must provide documentation of his or her specific disability when requesting accommodations.
4. Once appropriate documentation has been evaluated, the student and the Accessibility Services Coordinator will meet to determine what accommodations are necessary for equal access to programs and services on campus. **On average the evaluation process takes 7-10 business days.**
5. The Accessibility Services Coordinator, along with the student, will coordinate notification of the accommodation letters to the student's instructors each semester.
6. If requested by the student, the Accessibility Services Coordinator will be available for meetings with the student and his/her instructors.

Beaufort County Community College is committed to diversity, inclusion and ensuring equal access in all campus programs, activities and events to qualified individuals with disabilities. To request a reasonable accommodation, contact the Coordinator of Accessibility Services at (252) 940-6313 in Building 9, Room 923 or by email at Alex.Shreve@beaufortccc.edu. Advance notice maybe required for some accommodations.

252-946-6194

An equal opportunity affirmative action institution