



# Office of Disabilities Services

Office of Disability Services • M244  
Passaic County Community College  
Phone: 973-684-6395  
Email: [ods@pccc.edu](mailto:ods@pccc.edu)  
Online: [pccc.edu/ods](http://pccc.edu/ods)

**PCCC adheres to the requirements of the Americans with Disabilities Act of 1990 (ADA), including the recent Amendments Act of 2008 (ADA AA), and Section 504 of the Vocational Rehabilitation Act of 1973 which prohibit discrimination on the basis of disability. PCCC provides universal access to academic programs, activities, and awards for all students without discrimination on the basis of disabling conditions. There is no “special education” in college.**

## How to access student disability support services at PCCC:

1. Prospective student applies to Passaic County Community College through Admissions
  - Apply online, in person or by mail—you will receive an acceptance letter in approximately 14 days.  
<http://www.pccc.edu/prospective/getting-started--admissions>
  - Complete **FAFSA** & **HESAA** online <http://www.fafsa.ed.gov> annually by June 1<sup>st</sup>.
2. Accepted 1<sup>st</sup> time college student takes the **Accuplacer** placement test
  - Study/review for the Accuplacer online <http://accuprep.pccc.edu>
  - Search “Accuplacer” online for more studying tools  
<http://www.collegeboard.com/student/testing/accuplacer/index.html>
    - ❖ ***Students who take the time to study for the Accuplacer do much better, thereby saving time & money not having to take as many developmental/remedial classes.***
  - Students requesting the accommodation of extended time for the essay portion of the Accuplacer should **put their request in writing** to [ods@pccc.edu](mailto:ods@pccc.edu). ODS will then contact the Testing Department once appropriate documentation has been reviewed.
  - Bring photo ID and Admissions’ acceptance letter, and mention getting extended time for the essay when you check in. *Students must contact ODS prior to taking the Accuplacer to get double time (x2.0) on the timed essay portion (other portions are untimed)—Students who complete the Accuplacer without first requesting extended time will not be permitted to retest.*
  - **To schedule your placement test, please email [academictesting@pccc.edu](mailto:academictesting@pccc.edu)**  
**Or call:** 973-684-5582 for Main Campus testing, 973-248-3000 for Wanaque Academic Center testing, 973-341-1600 for Passaic Academic Center testing
3. All new students to disability services make a 60 minute appointment to meet with a **Disability Services Specialist**
  - Call 973-684-6395 or email [ods@pccc.edu](mailto:ods@pccc.edu) for an appointment. *Student should be the one making this appointment!*
  - **Provide ODS copies of appropriate documentation (please see documentation requirements page for specifics).** There are two options for submitting documentation:
    - ❖ **Scan and email your documentation to [ods@pccc.edu](mailto:ods@pccc.edu).** Please note if your scanned file is larger than 18mb, please split the file into two emails. We can only accept .jpeg or .pdf files via email **OR**
    - ❖ **Mail or drop off copies of your documentation to our office:**

Passaic County Community College  
ATTN: Office of Disability Services (Room M244)  
One College Boulevard  
Paterson, NJ 07505

- **Suggested deadline dates for the new and incoming students to submit documentation are:**
  - **Fall Semester – August 1<sup>st</sup>**
  - **Spring Semester – December 1<sup>st</sup>**
    - ❖ *Students submitting documentation after semester deadline dates will receive all eligible accommodations, however, they may not be available for the start of the semester.*
- 4. Students are encouraged to utilize the **Center for Student Success (CSS) staff** on Main campus, and/or the **Student Development Specialists** at PAC or WAC for all non-disability related questions or issues as they arise throughout each semester.
- 5. Questions about your **Financial Aid**? Call 973-684-6100 or email [fa@pccc.edu](mailto:fa@pccc.edu)
- 6. Questions about your bill or need a payment plan? Call the **Bursar** 973-684-5202 or [bursarpayment@pccc.edu](mailto:bursarpayment@pccc.edu)

*Passaic County Community College is an Equal Opportunity/Affirmative Action institution. No person, in whatever relationship with the College, shall be subjected to discrimination or harassment on the basis of race, creed, color, national origin, ancestry, age, sex, gender identity or expression, affectional or sexual orientation, marital status, familial status, liability for service in the Armed Forces of the United States, disability or nationality, or other protected categories or activity (i.e., opposition to prohibited discrimination or participation in the complaint process). Sexual harassment is a form of unlawful gender discrimination and, likewise, will not be tolerated.*

# ACCEPTED DOCUMENTATION OF DISABILITY

Provide copies of all appropriate documentation according to the following guidelines.

## DO NOT SUBMIT ORIGINALS

**PLEASE NOTE:** Individual Education Plans (IEPs), 504 Plans, and documentation of past accommodations may be used to determine appropriate accommodations only if they contain information specific to the disability.

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### Learning Disabilities:

- IEP or Educational Evaluation, with specific diagnosis by a licensed psychologist or a learning consultant, including the addendum of scores, and preferably including accommodations
  - Psychological Evaluation, with the specific diagnosis by a licensed psychologist or a learning consultant, including test scores, and preferably including accommodations
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**Psychiatric / Psychological Disabilities:** • Depression • Anxiety • Schizophrenia • Mood Disorders • Bipolar Disorder • Obsessive Compulsive Disorder (OCD) • Post Traumatic Stress Disorder (PTSD)

- IEP or Current documentation from a licensed psychiatrist, psychologist, social worker, or licensed mental health provider including:
    - Specific diagnosis, description of current symptoms, and summary of comprehensive assessment
    - History of symptoms and validation of need for services related to the functional impact of the disability
    - Request for specific recommendations, including suggested academic accommodations justified by the link to functional limitations in the academic environment, and requested accommodations
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**Physical, Sensory, Health Related, Chronic illness Disabilities:** Deaf/Hearing-Impairment • Blind/Low Vision • Traumatic Brain Injury • ADD/ADHD • Central Auditory Processing • Spinal Cord Injury • Chronic Illness

- IEP or Comprehensive documentation from a qualified professional, including name, title, credential, and contact information including:
    - Diagnostic statement identifying physical disability of illness
    - Description of diagnostic criteria and/or tests used
    - Description of type and severity of current symptoms
    - Description of functional impact of disability
    - Description of current medication, treatments, and/or services currently prescribed, including any side effects that might impact performance
    - Description of expected progression or stability of the disability or illness over time
    - Recommendation for accommodations or services connecting the need for the accommodations to the functional impact of the disability
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Temporarily disabled? No documentation? Please call 973-684-6395 or email [ods@pccc.edu](mailto:ods@pccc.edu) to see if you qualify for services.