



Norwalk Community College  
188 Richards Avenue Norwalk CT 06854-1655

Dear Student,

Welcome and thank you for your inquiry about our services for students with disabilities. Registration with our office is completely voluntary, confidential, and distinct from the admissions procedure. You can register with the Disability Services Office and then choose if, how, and when you want to use our services. You can register and keep your eligibility documents on file just in case you need assistance or accommodations in the future for a particular course.

On the left of this web page, please find general information along with forms to be filled out and returned to Room W209i. The **Intake Form** and the **Statement of Informed Consent** must be filled out and returned if you choose to apply for services. You must submit documentation of your disability as described on the accompanying sheet under **Eligibility for Services** to Room W209i. New students should submit required documentation at least six weeks prior to the beginning of the semester. Please make copies—**do not submit originals**. Documentation will not be returned.

After you have completed and returned all the forms, as well as provided the required documentation, **make an appointment** with me to discuss accommodations and begin planning for the upcoming semester by **calling 857-7192 or emailing me**.

If you have already registered for classes, you should also fill out and return the **Accommodation Request** form. For each course you request accommodations, you will be given a **Letter of Accommodation** based on your eligibility for services.. It is advisable to give these letters to your professors the first day of class.

If you have not already done so, you should obtain an *Application for Admission*, a *College Catalog*, and *Course Schedule* from the Admissions Office, located on the first floor of the East Campus or online. If you prefer to call, the phone number is (203) 857-7060.

If you have not yet taken the **Placement Test**, you should make an appointment to take the test. You can do this when you call (203-857-7060) or come to the Admissions Office. The test is computerized and untimed. If you need extended time for the test, do not sign up for the last test of the day. If you anticipate the need for test accommodations *other* than extended time, the test will have to be scheduled after your documentation has been reviewed. The placement test may be waived for students who have proof of prior college English and mathematics credits.

Please read all of the information in this packet carefully and contact me if you have any questions.

Yours truly,  
Fran Apfel, Ph.D.  
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