



Coconino Community College Disability Resources (DR) handles each student's request on an individual basis, given a reasonable time frame. Please refer to the chart below when requesting a service. Although the following time lines are preferred, CCC DR strives to provide the services as quickly as possible.

Type of Accommodation	Time Needed
Alternative Format: PDF's, Word Documents, Alternative Format: Braille	Four (4) weeks: student must be enrolled in the class for which the book is requested Three (3) months in advance of the first day of class
Interpreting: ongoing classes Interpreting: individual events	Two (2) weeks in advance of the first day of class One (1) week in advance of the event
Note takers	Two (2) weeks: student must be enrolled in the class for which the request is made
Testing Accommodations: Readers, Scribes	One (1) week before the test
Testing Accommodations: Extended time, Private Rooms, technology, alternative format	Three (3) days before the test