

How to Register with Disability Resources and Services

Disability Resources and Services (DRS) is the point of contact for students with disabilities at Paradise Valley Community College (PVCC) who wish to receive accommodations. Students are required to follow an intake eligibility process and complete an application for services prior to receiving accommodations.

1. New students who have not applied for disability services at any of the MCCCDC colleges will complete an online application for services using the online DRS services management system called DRS CONNECT. DRS CONNECT can be found on our webpage at <https://www.paradisevalley.edu/students/disability-resources>. When in DRS CONNECT, click where it says **Submit your application to receive accommodation from Disability Resources and Services** and complete the application. Your username and password for reentry into DRS CONNECT will be the same as you use to log into your Student Center at My.maricopa.edu.
2. Upload your documentation of disability in the online application process. Documentation must be from an appropriate professional source that meets our [documentation guidelines](#), establishes the existence of a disability, and verifies the need for accommodations or auxiliary aids. If you are not able to upload your documentation using DRS CONNECT, call the DRS office for assistance.
3. Call the DRS office at 602-787-7171 to schedule an initial intake appointment.
4. Arrive 5-10 minutes prior to appointment at Kranitz Student Center (KSC).
5. Meet with DRS Manager to discuss disability, documentation, history of accommodations, and functional limitations.
6. Identify services and accommodations that will allow student equal access.

NEW STUDENTS who intend to request accommodations are urged to contact DRS as soon as they decide to attend PVCC. Doing so will allow sufficient time before the beginning of classes to review documentation and determine if any additional information will be required for service eligibility. Furthermore, if you will require services such as sign language interpreters or reading services the more advance notice you can provide, the better PVCC will be able to meet your needs as such accommodations can often take weeks to arrange.

EXISTING STUDENTS who have not previously sought services may contact the DRS Manager at any time. However, accommodations or services will only be provided after an intake is completed and will not be provided retroactively.

RETURNING STUDENTS who wish to continue to receive the same accommodations in subsequent semesters are required to make a request from the DRS office. Requests can be made using DRS CONNECT approximately 48 hours after official course enrollment. Returning students are strongly encouraged to meet with the DRS Manager each semester to discuss progress. Students requesting additional accommodations must meet with the DRS Manager.

TRANSFER STUDENTS are advised not to assume they will receive the same accommodations they received at their prior institution. Also, documentation requirements may differ. Transfers should contact the DRS Manager in the same manner as new students.

Students notifying instructors directly of the presence of a disability will be directed to register for services with the DRS.

NOTE: Knowledge of disability and disability documentation is kept confidential. Information is shared from DRS on a need to know basis, or as directed by the student.