

Getting Started with Pierce College Academic Accommodations Center (AAC)

Step 1: Schedule New Intake Appointment

Appointments are available by phone, video, or in person. You can schedule your appointment through your student portal, or you can call or come in and schedule it with our front desk. You will need your LACCD Student ID# in order to schedule your appointment.

Step 2: Provide Verification of Disability (VOD) Document

Documentation verifying a disability is required in order to receive academic accommodations. This document is known as the Verification of Disability (VOD). We will need something that states the disability, if it is permanent or temporary (if temporary, provide the time frame), and what educational limitation it may cause. We have a form you can take to your licensed medical professional to complete. OR you may provide your most recent IEP or 504 Plan from high school as your VOD. We accept documents in person or by email at AAC@piercecollege.edu

Step 3: Complete Online AAC Forms

Once you have scheduled your New Intake appointment, we will email you links to the online AAC forms. These forms can only be accessed from your student email. The forms are quick and easy and mobile friendly.

Step 4: Attend Your New Intake Appointment

AAC Counseling appointments get booked about 5 weeks in advance so please be sure to attend your scheduled New Intake appointment.

Step 5: Establishing & Renewing Your Academic Accommodations

Please be sure to call, email, or come in and let the front desk know you are enrolled, and you want your academic accommodations each semester. Whenever you add a class, be sure to let us know asap!

Academic Accommodations

- Test Taking Assist: Extended Testing Time
- Test Taking Assist: Distraction-reduced Testing Environment
- Test Taking Assist: Reader and/or Scribe
- Note-taking Assist: Volunteer Note-taker
- Note-taking Assist: Audio Record Privileges
- ASL Interpreting
- Audio Books
- Braille Embosser
- Enlarged Print
- Adaptive Tech: Smart Pen
- Adaptive Tech: Enlarged Keyboard
- Adaptive Tech: CCTV (Print Enlarger)
- Adaptive Software: Kurzweil
- Special Parking: Gate Card
- Adapted Furniture in the Classroom
- Counseling: Academic Accommodations
- Counseling: General Academic
- Priority Registration

During the New Intake appointment, the AAC Counselor will complete the Academic Accommodations Plan (AAP) together. The AAP will indicate all approved academic accommodations for the student. Academic accommodations are approved based on the disability and the needs of the student. Only an AAC Counselor or the AAC Director can approve or amend academic accommodations.

Student Responsibilities

It is the student's responsibility to schedule and attend the New Intake appointment, provide their verification of disability, and complete the online AAC forms to establish academic accommodations complete the New Intake process.

It is the student's responsibility to renew their already approved academic accommodations each semester by letting us know they are enrolled.