

# A.R.C. Application for Services

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Pronouns: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

## DISABILITY INFORMATION

**1. What is your Primary Disability?**

\_\_\_\_\_

**2. What is your Secondary Disability? (if applicable)**

\_\_\_\_\_

**3. What will you submit to the A.R.C. as Verification of Disability? *This is required. You must include a Verification of Disability in order for your Application to be complete.***

- |   |  |
|---|--|
| <input type="checkbox"/> A.R.C. Verification of Disability form | <input type="checkbox"/> Doctor/Provider Letter                                    |
| <input type="checkbox"/> High School IEP or 504 Plan            | <input type="checkbox"/> Medication or Prescription                                |
| <input type="checkbox"/> Other College/University Records       | <input type="checkbox"/> Agency Records (VA, Dept of Rehab, Regional Center, etc.) |
| <input type="checkbox"/> Health Records                         | <input type="checkbox"/> Other: _____  |

***If you selected to submit an A.R.C. Verification of Disability form, ask your licensed provider or certified professional to complete and sign the form. [Download the A.R.C. Verification of Disability form.](#)***

**4. In your own words, describe how your disability effects your education and learning:**

**EDUCATION INFORMATION**

5. What is your major and educational goal? *If undecided, write "undecided".*

Major (or Area of Study): \_\_\_\_\_

Educational Goal:     Certificate     Associate Degree     Associate Degree for Transfer (AA-T, AS-T)  
                                  Transfer     Personal Enrichment     Other: \_\_\_\_\_

6. If applicable, what is your career goal? \_\_\_\_\_

7. Are you a dual enrolled high school student?     Yes     No    What Grade? \_\_\_\_\_

**RESOURCE ASSESSMENT**

8. How do you pay or plan to pay for college? (Check all that apply)

Financial Aid (Pell/Cal Grants, CCPG/BOG-FW)     Grossmont-Cuyamaca College Promise (2-years free tuition)  
 Public assistance/public agency     Scholarships  
 Self (personal/employment/family funds)     other: \_\_\_\_\_

9. Is this your first semester at Grossmont College and are you interested in FREE tuition for your first 2-years through the [Grossmont-Cuyamaca College Promise](#)? (Check one)

Yes     No

*If you selected "Yes", do you plan to enroll in a reduced unit load (less than 12 units) AND request a reduced load recommendation from the A.R.C. in order to waive the full-time unit requirement for this program?*

Yes     No

10. What is your current housing situation? (Check all that apply)

House/apartment alone or roommate(s)     House/apartment with family/spouse/partner  
 Car/vehicle     Shelter or other temporary housing  
 Unstable housing (i.e. couch surfing)     Other: \_\_\_\_\_

11. What is your current primary method of transportation to campus? (Check all that apply)

Car/vehicle–drive myself     Car/vehicle–ride with friends/family     Walk to campus  
 Ride share (Uber, Lyft, etc.)     Public transportation     Other: \_\_\_\_\_

12. Do you have enough food to eat? (Check one)

Yes     No     Sometimes

**13. On a scale of 1-5, what is your current stress level? (check one)**

Low Stress      1      2      3      4      5      High Stress

                      

**14. How do you manage your stress?** \_\_\_\_\_

**15. Identify any campus services that you use. (Check all that apply)**

- |  |   |
|--|---|
| <input type="checkbox"/> Basic Needs           | <input type="checkbox"/> Mental Health Services |
| <input type="checkbox"/> CalWORKS-New Horizons | <input type="checkbox"/> PUENTE                 |
| <input type="checkbox"/> Dream Center          | <input type="checkbox"/> Tutoring               |
| <input type="checkbox"/> EOPS-CARE-NextUP      | <input type="checkbox"/> UMOJA                  |
| <input type="checkbox"/> Justice Scholars      | <input type="checkbox"/> Veterans Services      |

**16. Do you currently participate in any of the following community agencies/programs? (Check all that apply)**

- |  |   |
|--|---|
| <input type="checkbox"/> CalFresh/SNAP                     | <input type="checkbox"/> Department of Rehabilitation (DOR) |
| <input type="checkbox"/> San Diego Regional Center (SDRC)  | <input type="checkbox"/> Veterans Affairs (VA)              |
| <input type="checkbox"/> Social Security Disability Income | <input type="checkbox"/> other: _____                       |

*Please provide your signature below to acknowledge you are intending to apply for services with the Accessibility Resource Center (A.R.C.) and that you have completed this application yourself and to the best of your knowledge.*

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# A.R.C. Service Agreement

As a student with Grossmont College's Accessibility Resource Center (A.R.C.), I understand:

1. Participation with the A.R.C. is voluntary and confidential. All of my personal information and documentation with the A.R.C. remains confidential unless I authorize it to be released by signing a Release of Information form. Participation with the A.R.C. will not be indicated on my college transcript.
2. Should I choose to use my accommodations, I shall dialogue with my instructors about my services and may show or share my Authorized Academic Accommodations letter as a tool for communication. If necessary, I can contact the A.R.C. for a copy of my Authorized Academic Accommodations letter. Although the A.R.C. does not initially notify instructors of my services, A.R.C. faculty and staff may advocate on my behalf when appropriate or as necessary.
3. Should I choose to use my accommodations, I may need to activate my accommodations with the A.R.C. by completing an online form at the beginning of each semester or in a timely manner. This is only necessary for certain accommodations that require A.R.C. Coordination.
4. In efforts to facilitate access to services, if applicable, disability documentation may be shared between Grossmont College's Accessibility Resource Center (A.R.C.) and Cuyamaca College's Disabled Students Programs and Services (DSPS).
5. Although regularly scheduled A.R.C. Counselor/Specialist appointments are not required for service access, I can schedule an appointment to meet with an A.R.C. Counselor/Specialist for academic, career, and personal counseling and disability management. Appointments can be scheduled online or by contacting the A.R.C. in-person, by phone, or by e-mail. Should I have an appointment scheduled and can no longer attend, I will reschedule or cancel my appointment in advance.
6. Three or more absences from a scheduled A.R.C. appointment or service without advanced notice ("no shows") in one semester, may result in a meeting with the A.R.C. Coordinator to address excessive absences.
7. All Grossmont College students are held to the same standard including satisfactory academic progress and Code of Conduct as identified in the Grossmont College Catalog.

***I have read and I understand the terms of this A.R.C. Service Agreement. By signing this document, I am agreeing to abide by these terms.***

Student's Name (Print): \_\_\_\_\_ ID#: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Submitting your Application and Next Steps

- Your application should include:
  - A.R.C. Application for Services*
  - Service Agreement*
  - Verification of Disability*
- Submit your completed application to the Accessibility Resource Center (A.R.C.) in one of the following ways:
  - E-mail to [grossmont.ARC@gcccd.edu](mailto:grossmont.ARC@gcccd.edu)
  - Fax to 619-644-7980
  - In-person or mail to
    - Grossmont College
    - Attention: A.R.C. Building 60, Room120
    - 8800 Grossmont College Drive
    - El Cajon, CA 92020
- Early submission (prior to the start of your first/upcoming semester) is strongly recommended to ensure your services are established and your accommodations can be implemented in a timely manner.
- Application documents are reviewed every Tuesday. Allow for at least 5 business days to process your application. Once your application is processed, the A.R.C. will contact you by phone or e-mail to schedule an appointment with an A.R.C. Counselor/Specialist.
- Attend your appointment with an A.R.C. Counselor/Specialist to establish your services and get an Authorized Academic Accommodations Letter.
- Access and/or activate your authorized academic accommodations at the start of every semester or in a timely manner. An online activation form is only required for certain accommodations that require A.R.C. Coordination, such as testing, alternate media (audiobooks), ASL/Real-Time Captioning accommodations.
- Contact the A.R.C. with any questions or for assistance with the application process.

Phone: 619-644-7112

E-mail: [Grossmont.ARC@gcccd.edu](mailto:Grossmont.ARC@gcccd.edu)

Website: [www.grossmont.edu/arc](http://www.grossmont.edu/arc)