

# Accommodations: Dual Credit

## Establishing Services for Dual Credit Students

*This page is for students who are requesting accommodations for the first-time and are a Dual Credit Student.*

1. Dual Credit students will inform the Access Center/Disability Services that they will attend college as a Dual Credit student, specifically. Students can call 281.425.6217, email [disability@lee.edu](mailto:disability@lee.edu), or stop by the office at Rundell Hall, room 101, to begin the accommodations process in college.
2. Once you have contacted the office, the Access Center will send our "Getting Started with Us" email. This email will list the steps to follow to receive accommodations. It is necessary that students complete and submit both the intake and release of information forms. The email will also list a link to book an appointment slot on the Access Center counselor's calendar.
  - a. Students ready to set up accommodation for courses will be required to attend a meeting with our Access Center counselor. This can be via Zoom or in-person (face-to-face).
3. Students will need to provide/have their documentation either prior to their appointment or bring it the day of before the appointment begins. Students can send information electronically prior to the appointment to the following emails: [disability@lee.edu](mailto:disability@lee.edu) and/or [kvillanueva@lee.edu](mailto:kvillanueva@lee.edu).
  - a. Examples of documentation can be Section 504, Special Education/ARD paperwork, IEP, medical documentation, doctor's letter clearly stating diagnosis, or a psychological or psycho-educational evaluation.
4. If needed, students will need to contact the Access Center at [disability@lee.edu](mailto:disability@lee.edu) or call 281.425.6217, with enough time in advance for TSIA accommodations. For more information, see [Accommodations: TSIA2](#)