

Services for Students with Disabilities Request for Professional Service Form

- Form must be submitted with class schedule at least 2 weeks in advance. NOTE: services cannot be guaranteed without sufficient notice
- Inform SSWD Coordinator of any schedule changes immediately
- Read, sign, and comply with the Student Responsibility form
- Inform SSWD Coordinator more than 24 hours in advance when you will be absent. NOTE: habitual no-shows and last-minute cancellation are unacceptable and services may be suspended as a result

Today's Date _____

Name _____ CWID _____

Phone/TTY/VP _____ Email _____

_____ Interpreter service

_____ TypeWell service

Indicate the intended purpose for a service:

_____ Admissions / Advising

_____ Placement Testing

_____ Financial Aid

_____ New Student Orientation

_____ College classes

_____ Student counseling

_____ Instructor / student meeting

_____ TRiO

_____ Student study group

_____ Workshop

_____ Final Exam

_____ Class field trip / outing

_____ Business & Community Service: _____

Appointment Date(s): _____ Day(s): _____

Appointment Time: Beginning _____ Ending _____

Exact location (campus site, building, classroom, area venue)

Return completed form to:

Michele DeFelice, Coordinator

Goins Administration Building, Room GN-127

Office: 539-7249

mdefelice@pstcc.edu