

**Academic Adjustment/Auxiliary Aid Registration Checklist**

Complete the required Special Services registration forms, including providing all supplemental documentation. The documentation guidelines may be found on the GC website at [www.gc.edu](http://www.gc.edu) or in the Special Services Office located in Moody Hall (M-150)

Meet with the Special Services Advisor to determine the academic adjustment, and create your customized Academic Adjustment/Auxiliary Aid Agreement letter. All required documentation must be submitted to the Special Services Advisor in order to receive an academic adjustment or auxiliary aid.

Meet with your instructor(s) during their office hours or another arranged time to discuss how the academic adjustments will be addressed. All instructors for each course should sign the agreement.

Return the instructor-signed Academic Adjustment/Auxiliary Aid Agreement letter to the Special Services Office.

Meet with the Special Services Advisor ***each semester*** to obtain an Academic Adjustments/Auxiliary Aid Agreement letter for new instructors.

**Frequently Asked Questions**

**Where do I drop off my documents?**

The Special Services Office is located in the Counseling and Advisement Center on the first floor of Moody Hall, room M-150.

**Do I have to update my paperwork each semester?**

**Yes.** After completing your registration, you will meet with the Special Services Advisor **each semester** to develop academic adjustments/auxiliary aids for your new classes. After meeting with your new instructors to discuss the logistics of your academic adjustments/auxiliary aids, you will need to return the instructor-signed agreement letter to the Special Services Office.

**What happens if I forgot to meet with the Special Services Advisor?**

Academic Adjustments are not retroactive. Any grades that are earned in a semester prior to obtaining a new or renewal Academic Adjustment/Auxiliary Aid Agreement letter will stand.

**May I drop off my documents to anyone working in the Counseling and Advisement Center?**

1. All medical documentation and registration paperwork must be submitted directly to the Special Services Advisor.

2. Instructor-signed Academic Agreement letters may be left with the Counseling Administrative Assistant or work- study student.

Student Initials: Date: Special Services Rep Initials: Date: