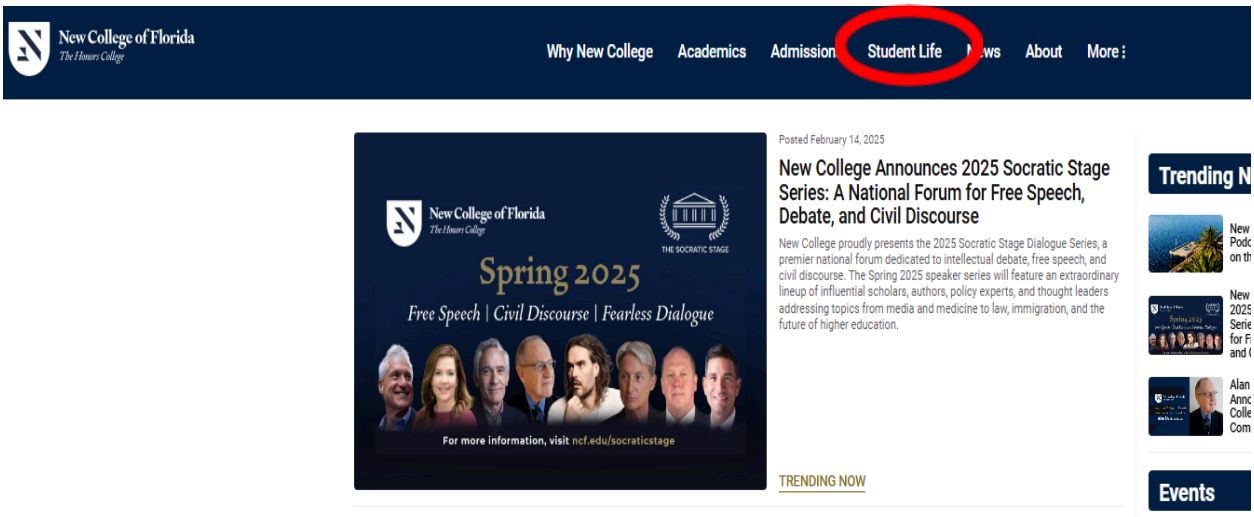
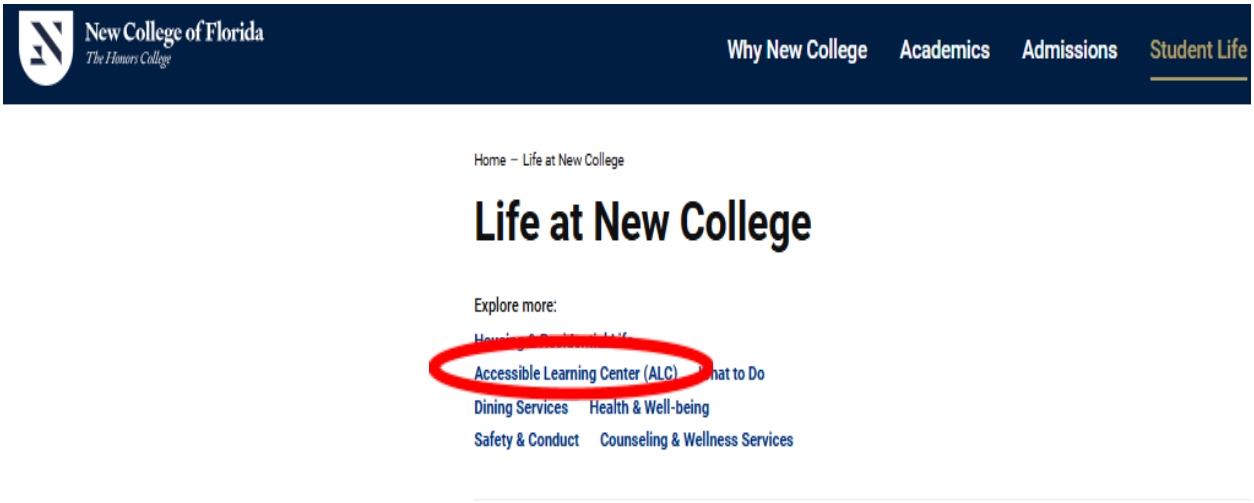
New College of Florida
The Honors College
Division of Student Affairs

Step-by-Step: Submitting An Accommodations Application

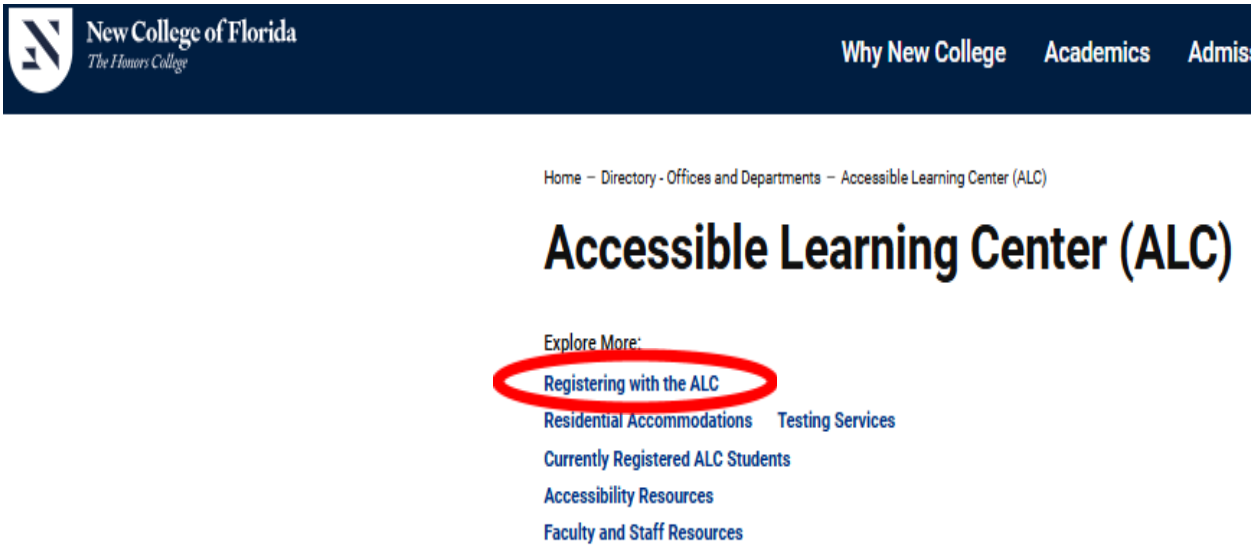
1. Go to NCF.edu and click on Student Life



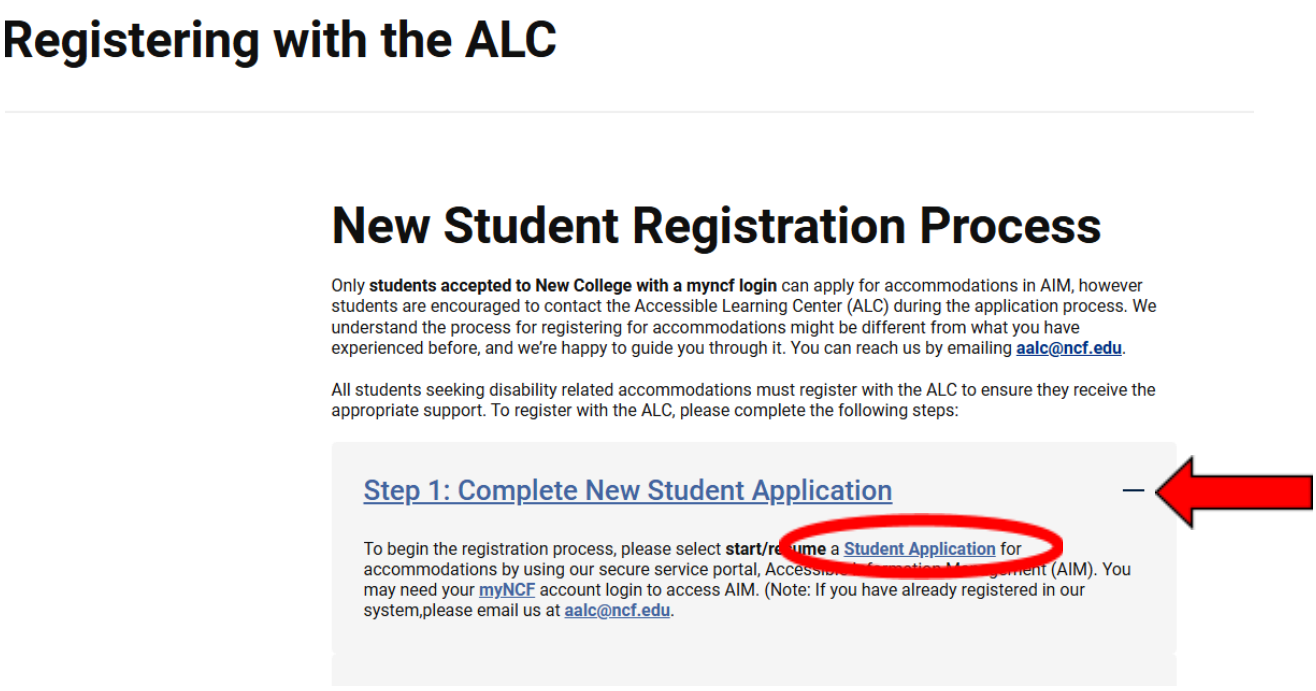
2. Click on Accessible Learning Center (ALC)



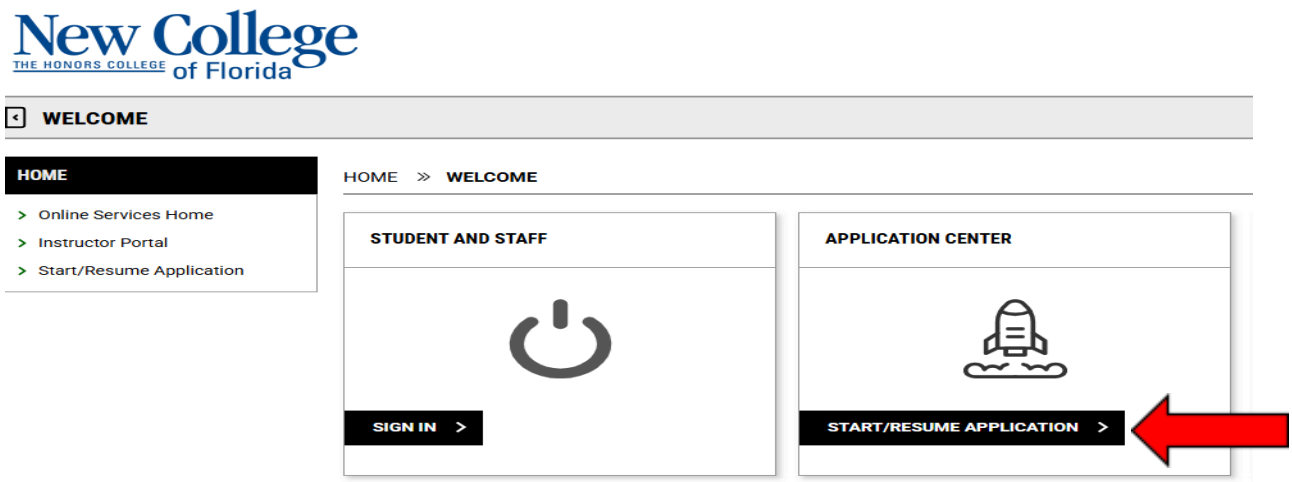
3. **Click on Registering with the ALC**



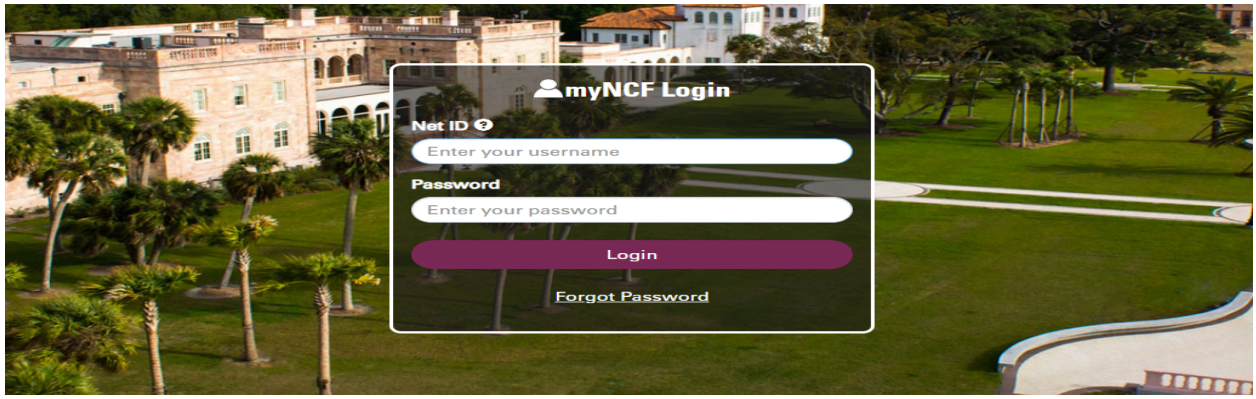
4. **Click on the drop-down for Step 1 and click on Student Application**



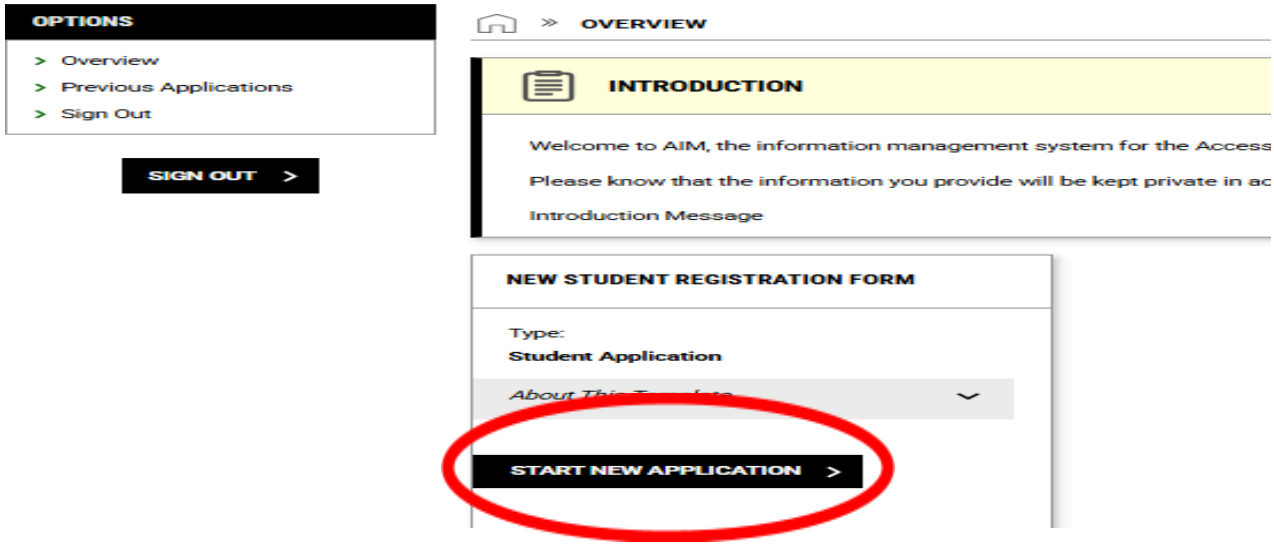
5. Click on Start/Resume Application



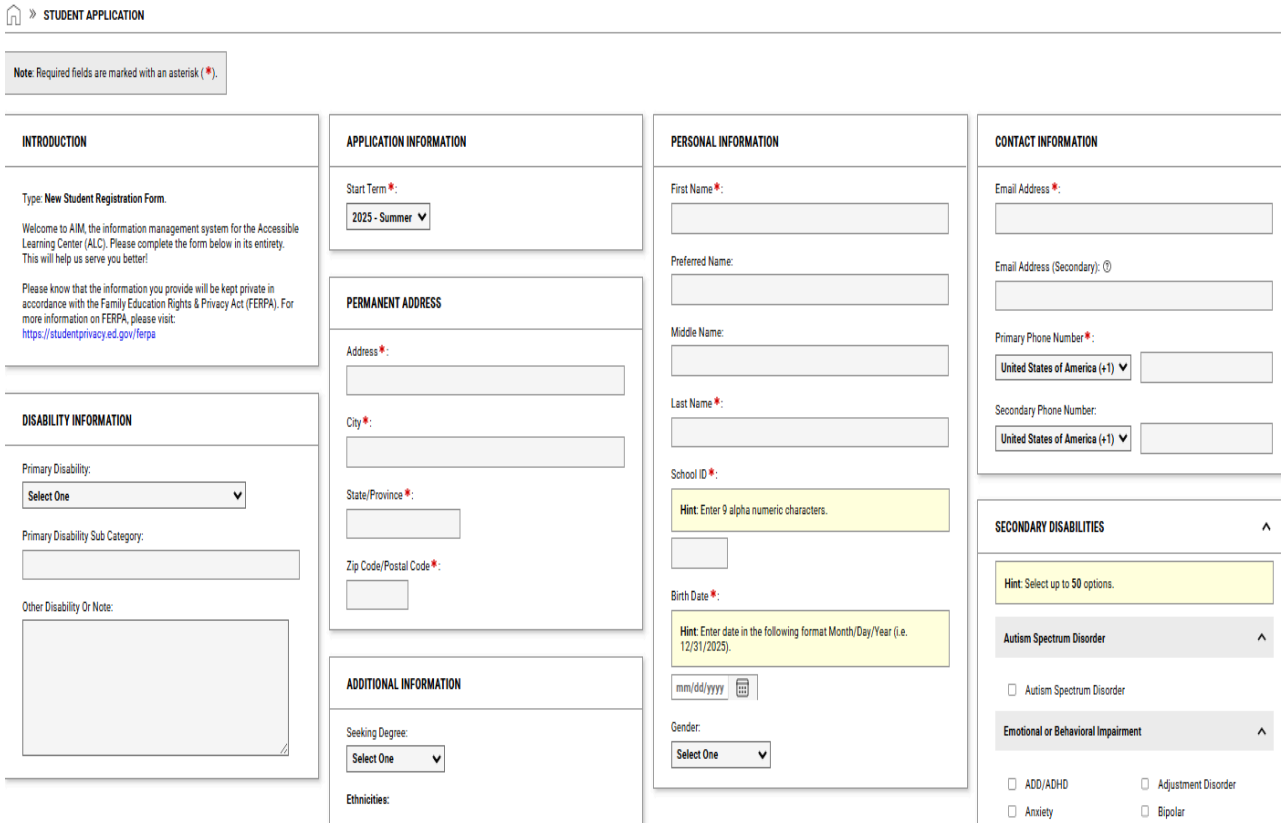
6. Log in to your NCF Portal

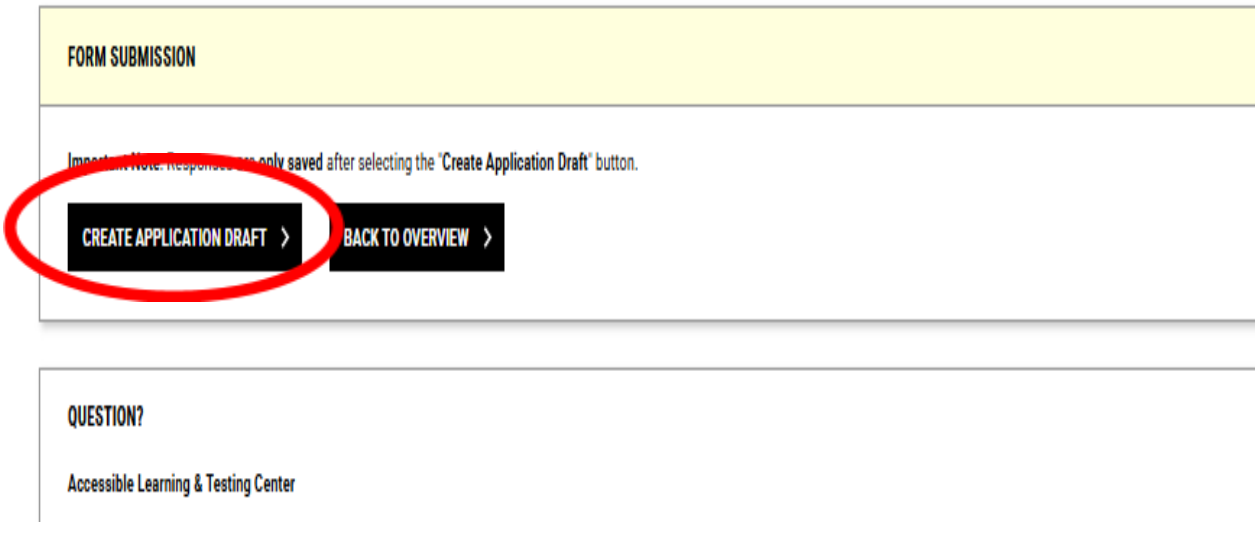


7. Click on Start New Application

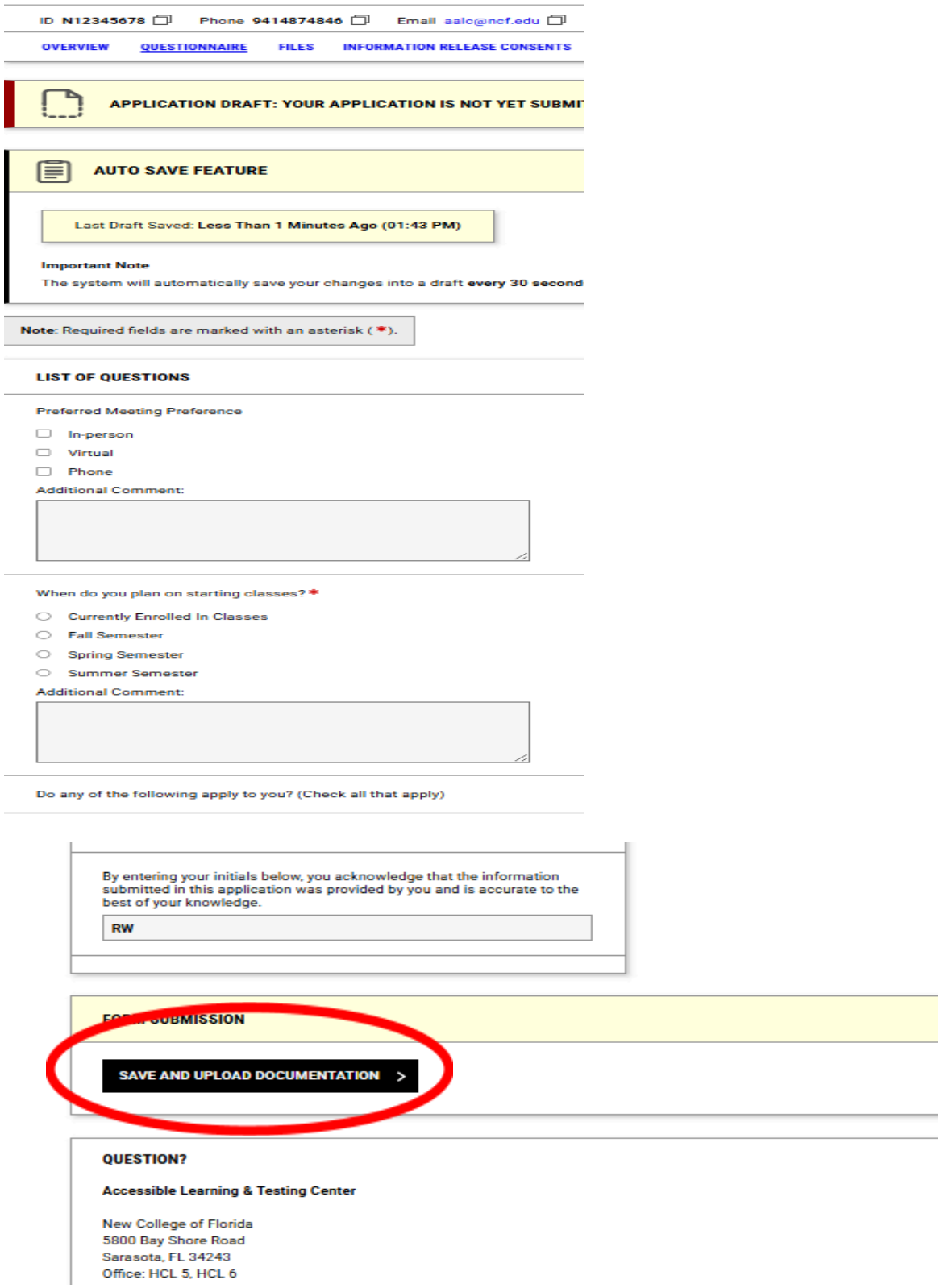


8. Complete as many questions as possible & click Create Application Draft

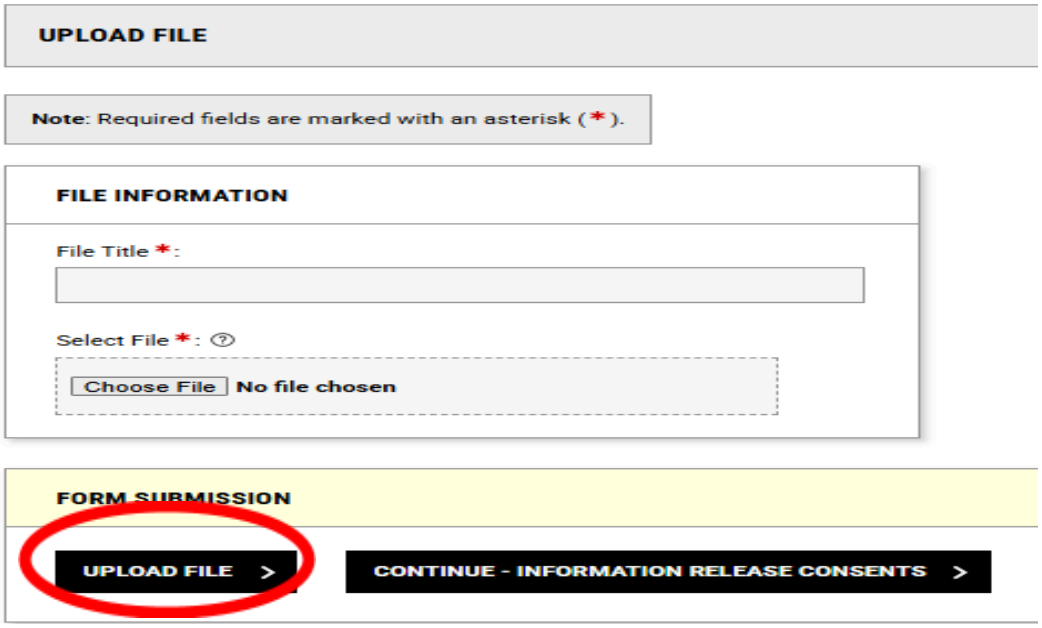




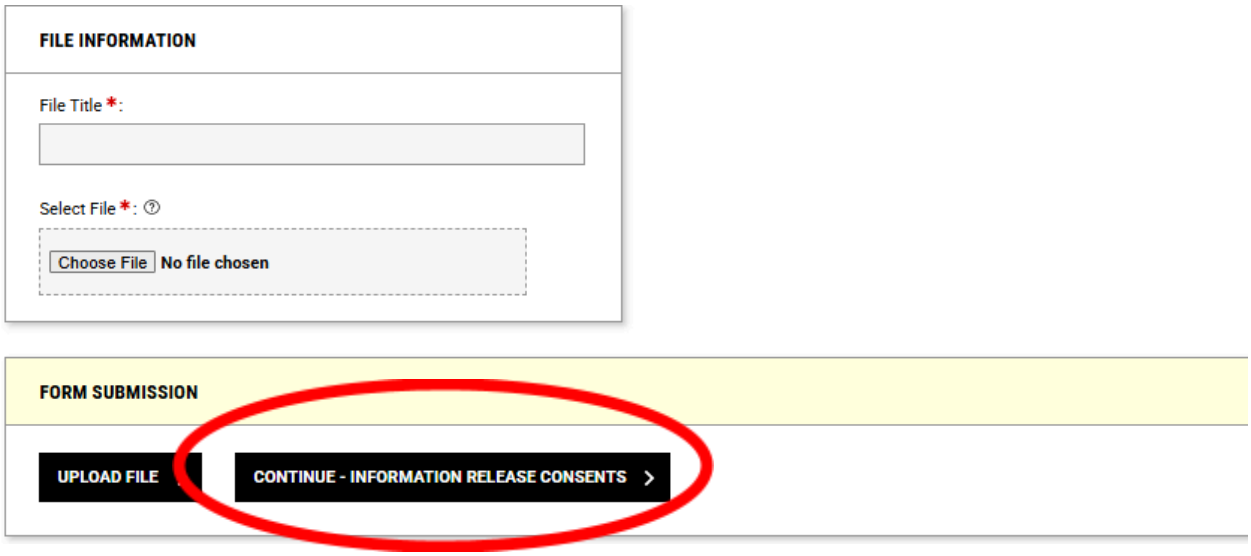
9. **Complete the Questionnaire & click Save and Upload Documentation at the bottom of the page**



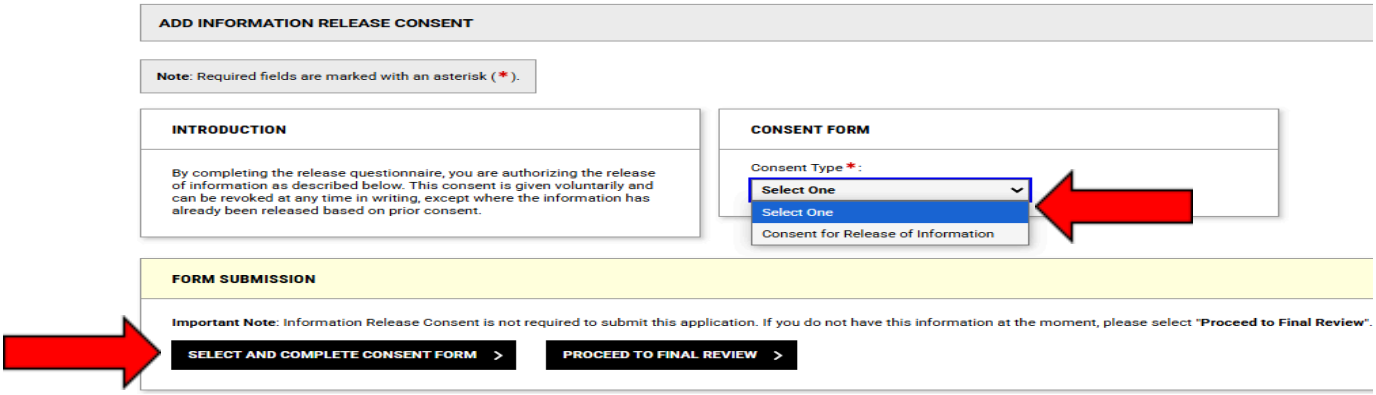
10. **Upload your supporting documentation (Ex. 504 plan, IEP, Doctor's Letter, Psych Evaluation, etc.)**



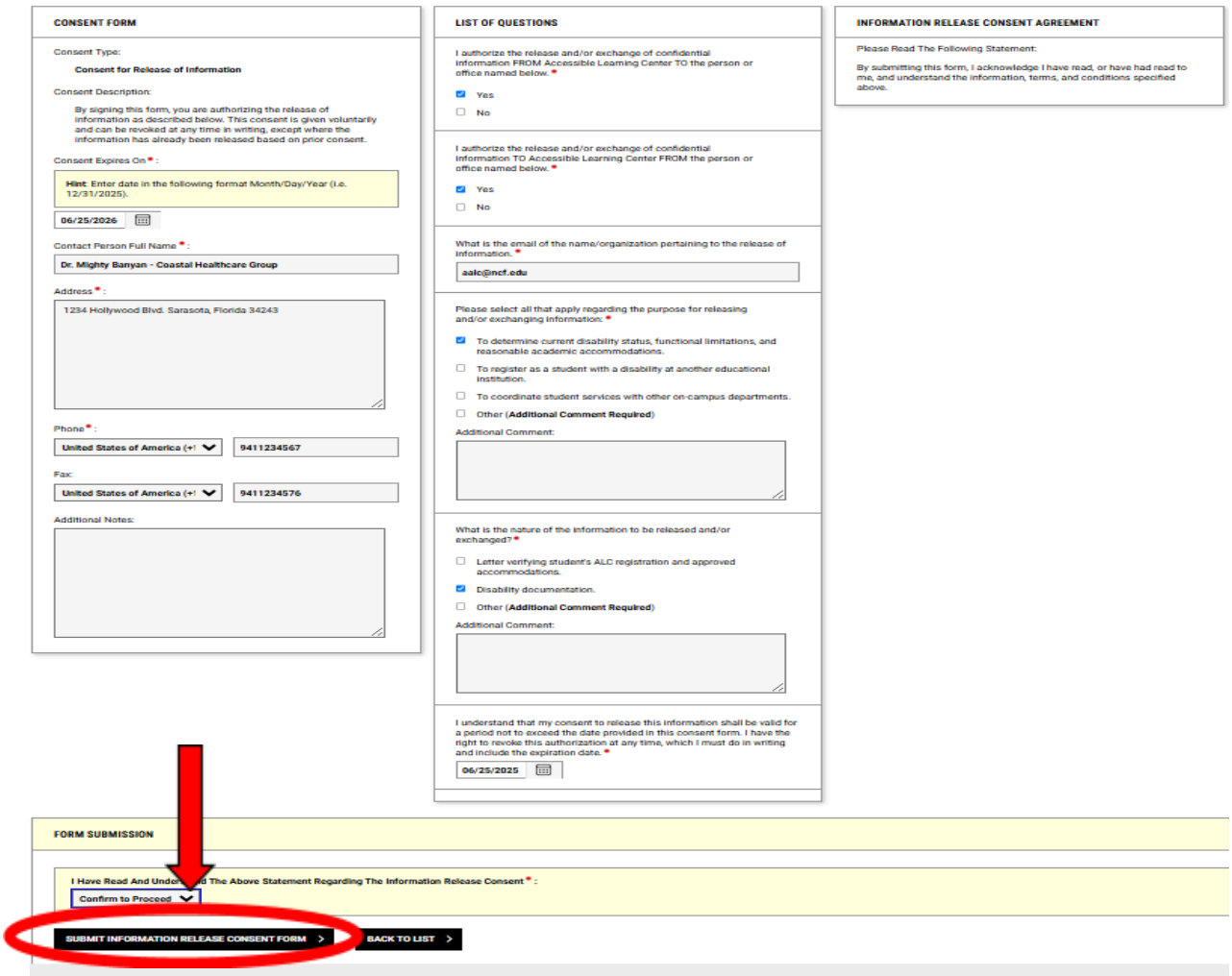
11. **Once you have uploaded your documentation, click on Continue – Information Release Consents**



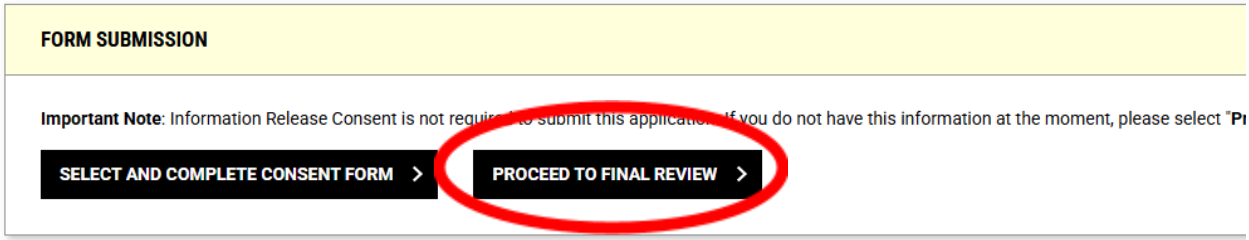
12. Choose Consent for Release of Information at the drop-down and click Select and Complete Consent Form



13. Complete the Information Release Consent Form, choose Confirm to Proceed, and click Submit

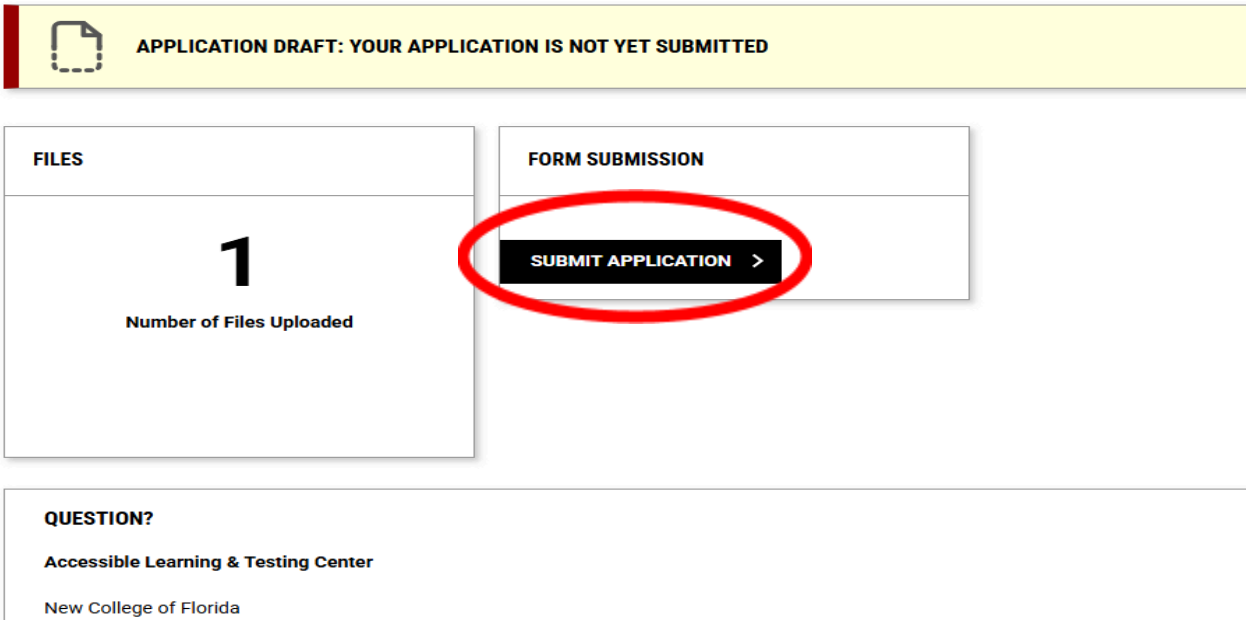


14.Proceed to Final Review





15.Click Submit Application



16.Receive confirmation of the successful completion of the application

