

# SERVICE REQUEST FORM

Semester \_\_\_\_\_, 20\_\_\_\_  
Date Submitted \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

\_\_\_\_\_  
Name (Print) Last, First Banner ID Number or Birthdate

\_\_\_\_\_  
Mailing Address City, HI Zip Code

\_\_\_\_\_  
Home Number Pager/Cell/Work Number Email @

Status: \_\_\_\_\_ HCC Student \_\_\_\_\_ Non-Credit \_\_\_\_\_ Other : \_\_\_\_\_

DVR/Agency Counselor: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Major: \_\_\_\_\_

### Services Requested:

- \_\_\_ Campus Computer Lab (use special computer/software)
- \_\_\_ Counseling
- \_\_\_ Registration Assistance
- \_\_\_ Equipment Loan: \_\_\_ tape recorder \_\_\_ 4 track tape player for taped books
- \_\_\_ Special Desk/Chair for class or \_\_\_ Need to sit in front/back in class
- \_\_\_ Interpreters
- \_\_\_ Taped Books and/or \_\_\_ Brailled Books
- \_\_\_ Enlargement of classroom materials
- \_\_\_ Note takers
- \_\_\_ Scribe (someone to write responses) for \_\_\_ class or \_\_\_ tests
- \_\_\_ Testing Accommodations: \_\_\_ Less Distraction \_\_\_ More Time
- \_\_\_ Parking (State of HI Placard # \_\_\_\_\_ Exp \_\_\_\_/200\_\_)
- \_\_\_ Elevator (floor-to-floor) Access for Building \_\_\_ 7 or \_\_\_ 27:
  - \_\_\_ In an emergency can you leave the building?
    - Yes
    - No
  - \_\_\_ If the elevator becomes inoperable, can you go to class?
    - Yes
    - No
- \_\_\_ Emergency Evacuation (for persons who have difficulty exiting the building in an emergency)
  - Procedure: Security will be given your class schedule & will expect you to alert them when you successfully exit the building. If you do not check-in, emergency response team will assume you are still in the building & that you may need help.
  - In order for this to work, you will be asked to:**
    - Notify the Student ACCESS of any schedule class change
    - Notify Security when you safely exit the building during an emergency.
- \_\_\_ Other \_\_\_\_\_

~~~~~**For Student ACCESS use only**~~~~~

Documentation: \_\_\_ On-File  
\_\_\_ PVF attached for academic services  
\_\_\_ Placard copy attached for parking/elevator  
\_\_\_ Documentation requested & to be sent from \_\_\_\_\_

Approved: \_\_\_\_\_  
\_\_\_ Temporary while awaiting documentation to arrive  
\_\_\_ Permanent  
\_\_\_ PVF Temporary for Semester: Exp \_\_\_\_/200\_\_