

Office of Services for Students with Disabilities: Procedures

Registration

Registering with the Office:

Accommodations will only be granted to students who have registered with and provided documentation of their disability to the Disability Services Office. To register, students must complete a student data sheet and submit proper documentation of their disability. To ensure appropriate accommodations, documentation should be current and demonstrate how the disability limits participation in courses, programs, services and activities. Documentation should be forwarded from the student's high school, certified psychologist, licensed or otherwise properly credentialed professional, that provides information for both establishing a disability and identifying possible accommodations. Students are then scheduled for a meeting with our office to discuss an individualized accommodation plan. All documentation and personal information are held in strict confidence unless authorized for release by the student in writing.

Once registration with the Office is complete, the student will receive a summary of his/her approved accommodations by mail. If the student agrees with the approved accommodations, he/she will sign the letter and return it to the Office of Services for Students with Disabilities. Copies of the letter will be forwarded to the student's academic advisor and faculty members as requested by the student.

Advanced Registration:

Students with disabilities may request early registration. Early registration allows the students with disabilities to register during the first time slot in their class. This would allow a sophomore student to register first in the sophomore class.

Attendance

Class attendance and participation is a key component of education. Each faculty member is responsible for providing students with a copy of his/her attendance policy. Faculty members make final determination of what is an excused or unexcused absence. The student is encouraged to discuss the attendance policy with the faculty member at the beginning of the semester. If a student anticipates a problem with attendance which can not be resolved with the faculty member, they should meet with the Director of Services for Students with Disabilities to discuss alternatives.

Faculty Notification

When a student registers with the Office and requests academic accommodations they are provided with a Confidential Notice of Accommodations which they provide to their respective faculty members.

Emergency Evacuation Procedures

Faculty and supervisory staff with disabled people under their direction shall meet with them as soon as possible after introduction of these people to the College to discuss evacuation procedures in case of fire or other emergency.

Evacuation of disabled people who are otherwise ambulatory, such as blind or hearing impaired, should take place normally with other building occupants. These people can benefit from an escort and should be provided one from within the class or work area. It should be noted that a blind person familiar with a building might have superior ability to escape through smoky conditions than a sighted person.

Evacuation of people who are dependent upon equipment for their mobility should not use elevators unless directed to do so by the fire department. As stairs are often times difficult if not impossible to traverse, these individuals must be protected in place awaiting the arrival of the fire department.

Individuals that cannot evacuate the building due to these mobility problems should proceed to the nearest safe stairway in the building with a prearranged escort. Once the stairs have begun to clear of other evacuating people, enter the stairway and remain on the landing near the door with your escort. Make sure that your instructor, supervisor, or other reliable person has been advised prior to leaving the area that you are still in the building and where you are. They then, should notify arriving firefighters or police officers. Fire and police personnel will come to your location and either assist you in evacuation or provide you information regarding the necessity of any further action for your personal safety. If the stairway becomes smoke filled or unsafe before their arrival, move back into the building and proceed to another usable stairway. If no other stairway is available, find a room that is tenable, close the door and telephone the Safety and Security Department for help (911). If no telephone is available, try to wave a coat or similar large object out a window to gain attention.

Faculty and staff who have mobility restricted individuals under their direction must make arrangements to notify security, police, and fire authorities of the location of these people within the involved building. This should be done in person outside of the building. This is critical to the procedure and the safety of these individuals.

Additional Information

The following links may be helpful for students seeking information on services for students with disabilities:

- [Alternative Format Text](#)
- [Alternative Testing Arrangement](#)
- [Auxiliary Aids and Services](#)