



**LEARNING AND TEACHING SUPPORT SERVICES
LEARNING ACCOMMODATION SERVICES**

**HANDBOOK
FOR
STUDENTS WITH DISABILITIES**



**Revised
December 2010**



TEACHING AND LEARNING SUPPORT SERVICES

LEARNING ACCOMMODATION SERVICES

Dear Student,

Welcome to Richland Community College! We are pleased that you will be attending RCC.

We want to do everything we can to help you be successful.

The *Handbook for Students with Disabilities* will explain the policies and procedures of the Learning Accommodation Services office. Please read it carefully; if you have questions see me or one of the LAS staff.

The LAS office is located in S146; the Resource Room, where you will receive tutoring and have access to computers, is across the hall in C142.

Our office hours are 7:30 – 6:00, Monday through Thursday and 7:30 – 5:00 on Friday. Please drop by or call at extension 379 if we can be of help to you.

Mary Atkins
Director
Learning Accommodations Services

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The LAS Mission and Goals

Mission

The mission of Learning Accommodation Services (LAS) is to work in partnership with the greater College community to help provide equal access for students with disabilities to the educational programs, services and activities of Richland Community College.

Goals

- 1) To provide accommodations for all students with documented disabilities at the request of the student
- 2) To offer educational assistance and tutoring to students in order to enable each student to achieve his/her potential
- 3) To assess student learning skills/styles and develop an individualized educational plan to enable the student to be successful
- 4) To help students identify and use adaptive equipment that would enable them to be more successful
- 5) To be an educational resource on disability concerns for our students, faculty, staff, and community

LAS (does not)

- 1) Ask faculty to compromise the quality of instruction or evaluation or to sacrifice academic standards
- 2) Provide transportation for students
- 3) Provide students with disabilities personal aides

College Responsibilities

- 1) Provide accommodations as requested in a timely manner
- 2) Maintain confidentiality

Checklist for New Students

- 1) Submit college application and financial aid application to Room C129.
- 2) Have high school transcript or GED scores sent to Admissions and Records. If you've attended other colleges, have a transcript sent from that college. Submit a request for evaluation of transfer credit from Admission and Records Office.
- 3) After you receive the letter of admission, active your student email account:
<http://my.richland.edu>.
- 4) Make an appointment with the LAS Office. Bring your documentation and complete the application for services. Allow time to talk with one of the staff. At this time, arrange for testing accommodations, if necessary.
- 5) Obtain a placement test referral form from a Student Services advisor.
- 6) Complete the placement testing.
- 7) See the LAS Director to discuss possible classes and complete a registration form.
- 8) Sign up for new student orientation in Room C129.
- 9) Pay for classes or make arrangements to pay, Room N114.
- 10) Get Richland ID made, Room N134.
- 11) Buy books.
- 12) Locate class rooms.

To Receive Accommodations:

- 1) Meet with LAS staff and complete application for services and assessment packet.
- 2) Provide appropriate documentation from a qualified professional to the LAS office. Different laws govern student eligibility for services in college; many services mandated by the IDEA are not considered reasonable accommodations in college. Therefore, a student needing accommodations must do the following:
 - a) Documentation should identify the nature and extent of the disability, the level of severity, the impact on learning, *the criteria used to reach the diagnosis*, and a description of the current course of treatment including side effects of any medication being taken.
 - b) The documentation should also recommend appropriate accommodations.
 - c) Documentation for students just graduating from high school special Ed needs to include the latest IEP and psychological.
 - d) All documentation must be within the last **three years**.
 - e) Documentation for psychiatric disabilities must include current medications along with any side effects. **It must be updated every six months.**
- 3) Register with an Advisor.
- 4) Meet with the Director to request appropriate accommodations for each class.
- 5) The Director will complete the Accommodation Notification form and send it to your Instructor. (a form is located in the back of this handbook)

Semester Requirements

- 1) Update your accommodations as necessary.
- 2) Update your personal record with Richland (phone, address, email, etc.)
- 3) Complete LAS survey

What is a Disability?

“The term ‘disability’ means, with respect to an individual:

- 1) A physical or mental impairment that substantially limits one or more of the major life activities of such individual
- 2) A record of such an impairment
- 3) Being regarded as having such impairment.

If an individual meets any one of these three tests, he or she is considered to be an individual with a disability for purposes of coverage under the American with Disabilities Act.”

Examples of physical or mental impairments may include, but are not limited to:

AIDS	Attention deficit disorder
Anxiety	Bipolar disorder
Cancer	Cerebral palsy
Chronic fatigue syndrome	Depression
Diabetes	Epilepsy
Hearing impairment	Learning disabilities
Obsessive compulsive disorder	Post-traumatic stress disorder
Traumatic brain injury	Visual impairment

Confidentiality

All documentation will be kept confidential. LAS staff cannot reveal any information about students we are working with to anyone. Disability related information is kept in the LAS office and does not become a part of the student’s permanent record.

Attendance

Class attendance policies are determined by each instructor. The student should listen carefully to each instructor regarding attendance. The attendance policy is usually in the syllabus. Only in rare circumstances and with proper documentation concerning the student’s need to be absent due to a disability will the LAS office include an accommodation for absences.

Difference between High School and College

High School	College
Everything handled by special Ed and parents	Student must provide proper/current documentation
Student may or may not understand what's going on	Must ask for specific accommodations each semester Need to know type of disability Need to understand how disability impacts learning and how to compensate
Expectations may be less than others in the class	Same expectations as others in class
May have less homework	Usually the same amount of homework
May not be able to fail	Can fail the course
Resource teacher is your advocate	Need to advocate for yourself
Parent involvement	Parent involved only with your written permission
Regular progress reports are given to the student	You need to ask the instructor for progress updates
Services provided to help the student be successful	Services designed to provide equal access to the academic environment
Tests may be modified	Student takes the same test
Work usually at student level	Work at college level
May study very little outside of class	Should study 2-3 hours outside of class for every hour spent in class
Teachers remind you what to do	You need to keep track of everything for yourself

Student Responsibilities

- 1) Accommodations are to assist you, not to do away with the need for you to do your work. Accommodations must be arranged each semester. Regular class attendance and punctuality are expected. RCC provides academic accommodations; personal assistants, if needed, are the student's responsibility and must be approved by LAS. It is not appropriate for family members to act as the personal assistant. DORS might be a possible source of help.
- 2) If you have been assigned a tutor, you will be expected to meet as scheduled.
- 3) NO children/friends are to be present during tutoring or testing.
- 4) If, at any time, you feel there is a problem/concern, please contact the LAS Director for an appointment.
- 5) If tutoring hours need to be changed, please see the Learning Specialist to make arrangements.
- 6) If you need material typed for Braille or enlarged, get it to us as soon as possible--at least 1-2days before you need it.
- 7) If a notetaker is one of your accommodations, you must ask the instructor of the class for a recommendation. If the instructor does not recommend anyone in the class, you should try to identify someone that would take good notes. A carbonless notebook should be picked up by you from the LAS Office. Let LAS know if there's a problem. You must still take notes; it will help you focus and it is expected by the instructor.

Student Responsibilities (cont)

- 8) If you receive books on CD as an accommodation, you need to find out what book/s is required for each of your classes. You must buy the book and see the LAS Secretary to make arrangements for the CD.
- 9) Schedule test appointments with LAS 5 class days before the test. We ask that during the first week of class you bring the syllabus for each class you're taking and fill out a form to schedule tests for the entire semester.
- 10) It is your responsibility to notify your instructor if you are going to be absent; don't ask us to make the call.
- 11) The Resource Room is always busy. Please don't ask to use the phone; enter quietly, and do not bring food with you. All cell phones; Bluetooth, etc. must be turned off and put away.
- 12) A student with a disability who needs assistance in evacuating the building in case of an emergency should identify him/herself to the Director of LAS and discuss the help needed. This includes not only mobility, but also vision, hearing, panic attacks, heart problems, etc. There is an "Area of Rescue Assistance" at the top of each stairwell. There is a three-inch HELP button to press to alert security. It is important that you remain in that area until help arrives.

Tips for Success

- 1) Read the RCC catalog.
- 2) Schedule your classes so you have time between classes to get homework finished, if necessary.
- 3) Be careful not to work too many hours if you're attending college full time.
- 4) Budget your time carefully.
- 5) Read your syllabus carefully.
- 6) Learn your instructor's name and office hours.
- 7) Attend every class on time.
- 8) Pay attention.
- 9) Take good notes.
- 10) Read the material; don't just hunt for answers!
- 11) Concentrate on learning and understanding the material rather than just getting an assignment done!
- 12) If you don't understand something, find out about it immediately.
- 13) Do homework thoroughly and on time.
- 14) Consider forming a study group. Be sure to choose students who really want to study!
- 15) Identify and use sources of help.
- 16) Study and review every day to avoid cramming for tests.
- 17) See our Learning Specialist to learn how you learn best.
- 18) Understand all you can about how your disability impacts learning; identify accommodations that will help.
- 19) Don't be afraid to ask for help.

Don't forget to take care of yourself; get plenty of sleep and exercise. Eat balanced meals.

Computer Usage and Rules

- 1) Computers are available to use in the LAS office.
- 2) Please be considerate of other students waiting to use the computers. When you are done using the computer please move so other students can use it.
- 3) Computers should only be used for school related things. This means no Facebook, games, etc, or for just playing around.
- 4) Printing is allowed for up to 10 pages. If you need to print more check with Margaret, Scott, or another LAS employee before printing.
- 5) If there is a problem with the computer or printer let Margaret, Scott, or another LAS employee know right away so it can get fixed.
- 6) We recycle paper! If you are printing something that can be printed on recycled paper insert recycled paper from tray labeled “good for printer” (located next to printer) into top tray of printer (blank side up). If you are unsure on how to do this ask someone in the office.
- 7) Only covered drinks allowed near computer. NO FOOD!

Sign Language Interpreter Services

A student who needs an interpreter and has proper documentation must request an interpreter as far in advance as possible.

As a recipient of interpreting services a student is expected to:

- 1) Attend class regularly.
- 2) Contact LAS at least 24 hours in advance of an absence.
- 3) Notify LAS of any changes in the schedule.

The recipient also acknowledges the following:

- 1) -The interpreter will be instructed to translate EXACTLY what is said.
- 2) -After two class no-shows or late cancellations, the student will be required to meet with the LAS Director.
- 3) -Any comments or concerns should be directed to the Director of LAS.

Note Taking Services

If a student has requested a note taker, the instructor should ask for a volunteer note taker from the class. The student receiving the notes should pick up a notebook from the Resource Room to provide to the note taker.

If a suitable note taker is not found, the student should contact the LAS Director immediately.

No attendance = no notes.

The student receiving the notes should try to take notes so the instructor sees you're trying and to help you concentrate.

Tutoring

Tutoring is not required by the ADA law but is provided in the Resource Room.

Students who want a tutor should see the Learning Specialist in C142. Students must keep their appointments for tutoring to continue to receive these services.

Testing

Accommodations for testing are determined by the LAS Director based on your IEP or medical documentation.

Reader Services

A student who needs a test reader must make arrangements at least **5 days** in advance.

Test readers will read the test only. Readers do not interpret the questions, define words, etc.

Books on tape can be requested or the student can use the reader on the computer.

Taping Classroom Lectures

A student needing to tape lectures must make this request. Lectures are for personal study only; the student may be required to sign a taping agreement form.

Service Animals

The ADA defines a service animal as “any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability.” These service animals assist an individual with a disability in the activities of daily living.

Responsibilities of the Handler

Students with disabilities who use a service animal on campus must register with LAS. Documentation of the need must be provided. The documentation should specify exactly why the animal is needed and what the animal will do for the student. It is the student’s responsibility to cover any expenses necessary for the animal and to meet the needs of the animal. The service animal must meet all mandated state and local regulations for the presence of animals in public places (vaccinations, ID tags, etc), must be in good health, and must be under the control of the student at all times.

Possible Restrictions

There are instances when a service animal may be restricted such as a clinical in nursing and health services programs, food services. These exceptions will be considered on an individual basis. If the animal poses a direct threat to the health and safety of others, the animal may be excluded from campus.

Public Etiquette by Students

Do not pet a service animal. Do not feed a service animal. Do not separate or try to separate the student from his/her service animal.

Personal Care Attendants

Personal needs that require a personal attendant are the responsibility of the student. Students who request this type of service from peers, staff or faculty will be requested to obtain a personal attendant. Failure to do so results in a liability for the College which the College cannot assume. Personal aides must be registered with LAS.

It is the student’s responsibility to:

- 1) Provide LAS with appropriate documentation that supports the need for a PCA and complete the Personal Care Attendant’s form.
- 2) Secure a PCA before attending any college function.
- 3) Ensure that each PCA registers with LAS and signs the Personal Care Attendant Agreement each semester.
- 4) Ensure that if the PCA changes, LAS will be notified, the new PCA will register with LAS and sign the agreement.
- 5) Direct the activities of the PCA while at Richland.

It is the student's responsibility to: (cont)

- 6) Have a back-up plan if the PCA cannot attend and notify LAS if this happens.
- 7) Follow all College policies and abide by the Student Conduct code.
- 8) Be responsible for all expenses for the PCA.

A Personal Care Attendant is expected to:

- 1) Follow all College policies, rules, regulations, and procedures and complete the Personal Care Attendant's form.
- 2) Allow the student to take responsibility for his/her own progress in class.
- 3) Refrain from participating in class discussions.
- 4) Maintain confidentiality.
- 5) Refrain from speaking for the student or interfering with interaction between the student and others.

If the student or PCA fails to follow the above policies and procedures, the LAS Office may refuse to allow the PCA to accompany the student on campus.

Grievance Procedure

Students with disabilities who experience a situation in which they feel their rights have been violated may resolve the conflict by following the procedures outlined in the catalog.

The sequence of contacts for the internal process is:

- 1) Director of LAS: ext 362
- 2) Dean of Teaching and Learning Support Services, ext 282
- 3) Vice President of Richland Community College

Every attempt will be made to resolve the conflict in a timely manner. Although students are encouraged to attempt to resolve the grievance internally, they have the right to contact the Office of Civil Rights at:

Office of Civil Rights
U. S. Department of Health and Human Services
233 N. Michigan Ave, Suite 240
Chicago, Il 60601
312-886-2359

Course Substitution Policy

The following considerations are intended to help the committee in evaluating the request for a course substitution.

- 1) Identify specific learning objectives and/or outcomes of the course in question. Helpful materials include licensing requirements (if relevant), course objectives, and job description, if relevant.
- 2) Focus on outcomes, not the means, by which a student achieves an outcome.
- 3) Questions to consider:
 - a) Are the skills/knowledge/attitudes an integral part of the learning objectives?
 - b) Is there only one way for the skills/knowledge/attitudes to be demonstrated?
 - c) Would the elimination of the skills/knowledge/attitudes alter the learning objectives of this course/program?
 - d) Was this course created to teach any of the skills/knowledge/attitudes?
 - e) Would there be any significant consequences if the skills/knowledge/attitudes were not learned?
 - f) Would there be any significant consequences if the skills/knowledge/attitudes were performed at varying levels of competency?
 - g) Is it necessary for the student to be able to transfer the skills/knowledge/attitudes to another setting?
 - h) Does the student need to be physically able to perform the skills/knowledge/attitudes themselves?
 - i) Does the student need to be cognitively able to perform the skills/knowledge/attitudes themselves?

Academic requirements that are essential to a program of instruction or to a particular degree need not be changed; the substitution should not substantially alter an essential element of the student's program of study.

Usually, requests for substitution for a required course shall be considered only when a qualified student with a disability has demonstrated that, even with academic adjustments and auxiliary aids/services provided by the college, the student is unable to successfully complete the course solely because of the disability.

The course substituted should allow the student to meet the course objectives through an alternative course. Student requesting a course substitution should obtain a Course Substitution Request from the Division of that particular course.



RICHLAND COMMUNITY COLLEGE

Teaching and Learning Support Services

Learning Accommodation Services

Accommodation Notification *(Must Be Kept Confidential)*

Student _____ ID# _____ Date _____

Course _____ Section _____ Room _____ Instructor _____

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), this student has requested accommodation services. Documentation has been presented and reviewed to verify this request. *Please note:* The accommodations indicated below should be given *as requested*. Being served by LAS does *not* relieve a student of assuming responsibility for themselves or meeting reasonable deadlines. It is expected that the student will need the following accommodations in your course:

ACADEMIC ACCOMMODATIONS

(Please see explanation on the back)

_____ tape classroom lecture	_____ note-taker/carboned paper
_____ books on tape	_____ enlarged print (Font of 18)
_____ sign language interpreter	_____ Braille (conversion from disk)
_____ accessible seating	_____ adaptive computer equipment
_____ reader	_____ other _____

TEST ACCOMMODATIONS

(Please see explanation on the back)

_____ 1 ½ time on exams	test reader:
	_____ LAS
	_____ SLC
quiet room:	_____ assistive aids
_____ LAS	
_____ Testing Center	_____ must use computer
_____ writer	_____ other _____

For additional clarification regarding these accommodations, please contact the Learning Accommodation Services Director at Ext. 362.

Learning Accommodation Services Director

Accommodation Notification (cont)

Accommodation	Person(s) Responsible	Comments
1. Tape classroom lecture	Student	Upon instructor request, student will sign contract to guarantee tapes will be used only for study and given to LAS Director at end of semester.
2. Books on tape	Student LAS office	Student should contact LAS office as soon as possible to make arrangements (4-6 weeks before start of semester).
3. Sign language interpreter	LAS office	Works as interpreter only, <u>not</u> a tutor.
4. Accessible seating	LAS office Instructor	Please make sure trap table is <u>reserved</u> for LAS student and is <u>easily accessible</u> .
5. Reader	LAS office	
6. Notetaker	Student Instructor LAS office	Instructor should ask for a volunteer notetaker. A special carbon notebook is available in C142 which the LAS student should get. Be careful not to identify the student needing the notetaker.
7. Enlarged print (font of 18 or greater)	LAS office Instructor	Student must bring book(s) to LAS office 2-3 weeks before class starts. The LAS office will get text books enlarged. We can also enlarge handouts, tests, etc. with enough notice. However, if you type a test or handouts on the computer, it would be easier if you would provide the necessary font adjustment.
8. Braille	LAS office	Books are ordered. We can convert material to Braille. If you can save your material to a disk and get the disk to us, it would help. You may also email the material to us.
9. Adaptive equipment	LAS office	
10. 1 ½ time	Student Instructor LAS office	The student, instructor, and LAS Director should work together to provide suitable accommodations. Tests can be taken in the testing center or LAS office. 24-hour notice is needed.
11. Quiet room	Student Instructor LAS office	The student, instructor, and LAS Director should work together to provide suitable accommodations. Tests can be taken in the testing center or LAS office. 24-hour notice is needed.
12. Writer	LAS office	The student, instructor, and LAS Director should work together to provide suitable accommodations.
13. Test reader	LAS office	The student, instructor, and LAS Director should work together to provide suitable accommodations. The student needs to schedule the appointment for a test reader. Instructors to supply 2 copies of test to test reader.
14. Assistive aids	LAS office	The student, instructor, and LAS Director should work together to provide suitable accommodations.

Test Taking Procedure

In order to receive alternative testing, you (the student) need to completely fill out a **TERM TESTING SCHEDULE** for each class you are taking during the semester. It is very important that you completely fill out each form. We recommend that you fill out your forms as soon as you have your syllabus and return to LAS no later than 5 working days prior to the first exam date.

Before Test Day

- Fill out the dates and times of each exam during the term. Use your syllabus to assist you or ask your instructor as to dates and times. You must list a specific time. “Any time” is NOT acceptable.
- Present the form to your instructor asking them to complete the section labeled “Professor/Instructor”. □
- Return the form to LAS after your Professor/Instructor has completed the bottom section.
- Please schedule your exam so that it can be completed between 8 a.m. and 4:30 p.m. (Monday through Friday)
- We do understand that there may be last minute changes. It’s is your responsibility to notify LAS when that occurs.

On Test Day

- Please take care of all personal necessities prior to arriving **on time** for your test.
- If you are late for your scheduled test, you will not be given additional time to compensate for your tardiness.
- You will only be allowed to take items into the exam room that are approved by the instructor. All personal gear needs to be stowed away.
- No cell phones, pagers, or electronic communication devices.
- Once you start the test you cannot leave the room. If you need to leave, the test will be terminated.
- Failure to comply will result in terminating the test and notification will be given your instructor.

If for some reason you are unable to attend your exam, please notify LAS. It is your responsibility to make alternate arrangements with your instructor to take the exam. If you have a medical reason related to your disability that prevents you from taking your exam, please notify our office and appropriate documentation must be on file.

Test Taking Procedure (cont)

Student's Name: _____ ID#: _____

E-Mail: _____ Course Name/Number/Section: _____

Accommodations as per the LAS Accommodation Notification on file: (CIRCLE):
Reader, Scribe, Assist Audio Test, Extended Time (1 1/2)
Quiet room (LAS, SLC, Testing Center), Other _____

Exam Date: _____ Exam Time: _____ Time allowed _____

Exam Date: _____ Exam Time: _____ Time allowed _____

Exam Date: _____ Exam Time: _____ Time allowed _____

Exam Date: _____ Exam Time: _____ Time allowed _____

Exam Date: _____ Exam Time: _____ Time allowed _____

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Exam Date: _____ Exam Time: _____ Time allowed _____

Exam Date: _____ Exam Time: _____ Time allowed _____

Exam Date: _____ Exam Time: _____ Time allowed _____

Exam Date: _____ Exam Time: _____ Time allowed _____

-----PROFESSOR/INSTRUCTOR-----

Please review the accommodation for the student above. Exams are prescheduled for the entire term. The times and dates indicate when the student will be taking the exam with LAS. Any changes to these scheduled exams will require at least five days prior to taking the exam.

By signing this form I indicate that I understand this student will be taking their exams with Learning Accommodations Services Office and all appropriate accommodations will be applied. I will bring my exam to LAS on or before the scheduled exam day.

PROFESSOR SIGNATURE: _____

Name (Print) _____ Date: _____ Extension: _____

Time Planner

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 am							
6:30 am							
7:00 am							
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