



Serving Students with Disabilities (SSD)

Services and Accommodations

For eligible students, accommodations and services are based upon the individual student's documentation. Accommodations are also given to students based on the functional limitations his or her disability causes. Since determination is individualized, two students with the same diagnosed disability may be given different accommodations and services. H. Council Trenholm State Community College will provide reasonable accommodations to students with documented covered disabilities. The following reasonable accommodations may be provided:

- Classroom Accommodations
- Advising
- Extended time for Testing
- Student Success Center Availability
- Interpreter Services
- Tutorial Assistance
- Note Taker Services, if available
- Changing the Test Format
- Permitting the use of basic four calculators
- Permitting exams to be read orally, dictated or typed in large print
- Permitting the instructor to clarify exam questions that are unclear
- Permitting part-time instead of full-time enrollment
- Use of dictionaries during exams
- Use of modified equipment and furniture for class/lab
- Using alternative forms of demonstrating course mastery
- Using computer software to assist in test-taking
- Removal of architectural barriers

Classroom Accommodations

For accommodations in the classroom, an *Accommodations Referral Request Form* is completed by the ADA Coordinator. Students are responsible for meeting with the ADA Coordinator to discuss their specific needs. The student must do this every semester with the ADA Coordinator. It is best to have meetings during the first week of class. Instructors often have ideas about what will work in their class as well. It is important to remember that accommodations and services are not retroactive; that is, they are to begin when the student meets with the instructor and presents a memo. The instructor is not obligated or encouraged to consider the Accommodation Memo and Referral Form retroactive to the beginning of the semester. It is the student's responsibility to attend class and communicate with instructors. **Email is considered an "Official Communication"** and should be read often.

For accommodations and services provided by SSD, students are informed about their eligibility. Concerns about absences and withdrawal procedures should be addressed when students initially meet with the ADA Coordinator that accommodations be addressed and shared with instructors during the first week of classes each term. All students with documented accommodations must meet with the ADA Coordinator in order to give permission for such information to be disseminated to each instructor according to class schedules. The ADA Coordinator can be contacted at (334) 420-4326 and is located at (334) 420-4326, located on the Trenholm Campus, 1225 Air Base Boulevard, Building F.

Attendance

All instructors require attendance, therefore; an absent student misses information. A student can fail a class for absences alone. Every effort should be made by students who need accommodations to be an active participant in the learning process.

Assistive Technology Services

Document conversion, specialized software, and hardware are available on both campuses. Advance notice is required for these services. Please contact the ADA Coordinator for additional information.

Note Taker Services

Students who request a note taker as an accommodation typically have a hearing, visual, mobility impairment, or a learning disability. Instructors may assist in locating a student as a volunteer note taker who attends regularly, has good grades and legible handwriting. Also, handouts and/or outlines of the lesson maybe given by the instructor in lieu of a note taker. Notification must be requested two weeks prior to the need for this service.

Interpreter Services

Interpreter services may be requested by a hearing impaired student for classes, labs and advising. **Students MUST notify the SSD office of their need for an interpreter as soon as possible, but at least two months prior to enrolling. This is to ensure the availability of interpreters and priority scheduling. It is the student's responsibility to request an interpreter with the ADA Coordinator each semester he/she enrolls.**

Complaint Procedures

Students with disabilities are encouraged to come to our office with any disability-related problem they encounter. An effort will be made to resolve the situation quickly; however, if the student remains concerned they will be encouraged to contact the ADA Coordinator.

Faculty and/or staff concerns regarding a student with a disability should be communicated as soon as possible to the ADA Coordinator.

For additional information, please contact the ADA Coordinator at (334) 420-4326, for assistance. A Telecommunications Device for the Deaf (TDD/TTY) is available for individuals with hearing impairments and may be accessed through the Office of Admissions and Records.