Office of Disability Services
Information Highlights

Admission:
The Office of Admissions handles all applications for admission to Shelton State Community College. Admission standards are described in the Shelton State catalog and must be met by all students, regardless of disability. The Office of Admissions offers a series of orientation sessions for entering students. Students with disabilities are encouraged to contact the Office of Disability Services before or during orientation. Students who need accommodations during orientation should contact the Admissions Office or the Office of Disability Services Department upon receiving registration materials.

Academic Requirements:
Colleges are not required to alter essential academic requirements. Requirements which can be demonstrated as essential to a course or program of study or to any directly related licensing requirement are not regarded as discriminatory.

Self-Identifying:
Prospective students are encouraged to contact the Office of Disability Services for information regarding services and facilities. It is best for a student with accommodation needs to self-identify with the Office of Disability Services as soon as possible. If special accommodations are needed for placement testing, all documentation should be on file in the Office of Disability Services prior to the exam.

Definition:
A person with a disability is defined by the ADA as an individual who has a physical or mental impairment which substantially limits one or more major life activities (such as caring for oneself, talking, seeing, hearing, reading, thinking and learning); a record of such an impairment; or is regarded as having such an impairment. The College is not required to provide services of a personal nature, including assistance with eating, toileting, or mobility.
Laws:
The Rehabilitation Act of 1974 (Section 504) and the Americans with Disabilities Act state qualified students with disabilities who meet the technical and academic standards at Alabama College System institutions are entitled to reasonable accommodations. Under these laws, a disability is defined as any physical or mental impairment which substantially limits a major life activity, a history of such impairment, or the perception of such impairment. The college is NOT covered under the Individuals with Disabilities Education Act (IDEA). IDEA applies to K-12 institutions and requires individualized education plans (IEPs).

Documentation:
Students seeking accommodations and services on the basis of a disability are required to submit documentation to verify their eligibility for services. Current and sufficient documentation should be brought to the initial welcome meeting. Typically, a licensed psychologist, physician, or other appropriate professional provides the evaluation, diagnosis, impact of the disability on the student abilities/limitations, and recommended accommodations in a detailed report.

Alabama College System institutions do NOT provide testing or documentation to determine a disability for students. It is the student’s responsibility to provide appropriate documentation to the college office responsible for handling the request and to request accommodations. If the documentation is not sufficient to warrant the accommodations requested, more documentation may be required. The college maintains the right to reject documentation not verifying a student's disability or to delineate reasonable accommodations. The student bares the cost and responsibility of providing this information. Appropriate documentation is defined as meeting the criteria listed with the Office of Disability Services.

Documentation accepted by the Office of Disability Services is valid as long as a student is continuously enrolled at the College. However, if there is a break in the student's enrollment, he/she may need to present updated documentation to receive current services. Disability-related information received to support requests for accommodations are treated as confidential and shared only on a need-to-know-basis. The information may not be released to an outside third party without the written consent of the individual.

Continuation of Services:
Services are not retroactive. A student should register with the ODS to obtain initial contact and get accommodations in place. Students must check in each semester to continue services. Services are not routinely provided without the student being actively enrolled for each semester. Updated information may be necessary for continuation of services. A class schedule and a request for accommodations form should be completed before the semester begins.
New Students Establishing Services with the ODS:

1. Meet all required application steps in order to apply to Shelton State Community College (such as Admissions or Financial Aid).
2. ___ Complete any necessary placement tests and have the scores reported.
3. ___ Meet with an advisor in order to decide which classes to take. Call the Advising Center at 205.391.2232.
4. ___ Register for your classes and complete payment.
5. ___ Have your student ID made in the Cashiers Office.
6. ___ Schedule a Welcome Meeting with the ODS department. Call 205.391.2983
7. ___ Complete initial Welcome meeting with a member of the ODS staff.
   a. Fill out necessary application forms.
   b. Turn in documentation of disability.
   c. Discuss any additional information.
8. ___ Take a copy of your class schedule and student ID to one of the ODS staff.
9. ___ Complete a Request for Accommodations form.
10. ___ Have accommodation letters completed by an ODS staff member.
11. ___ Pick up accommodation letters from the ODS staff prior to classes beginning and not later than the first week of each semester.
12. ___ Hand deliver your purple accommodation letters to your instructors the first week of class.
13. ___ Discuss your need for accommodations with your instructors.
    Appointment may be necessary.
Accommodation Process:
Adherence to the following procedures insures the best possible service the institution can provide.

- The student wishing to identify with the ODS office schedules an appointment.
- A member of the ODS meets individually with the student to discuss accommodations.
- The student completes the ODS registration and compliance forms.
- The student should bring a photo ID and a copy of his/her current schedule of classes.
- The ODS determines reasonable academic accommodations for a student, taking into consideration recommendations from the physician, psychologist, or other professional who diagnosed the student's disability. Accommodations previously used in educational settings with the student will be taken into consideration. Although students may have similar diagnoses, each student is treated individually.
- The ODS recommends reasonable accommodations by preparing a letter addressed to the instructor of each class for which the student requests accommodations. The student should hand deliver the forms to the instructors and discuss requested accommodations with the instructors.
- An instructor is not obligated to provide accommodations to a student with a disability until the official ODS accommodation letter from the student is received.
- Testing in the ODS department is a courtesy offered to assist the instructors in providing accommodations. Rules and expectations of all parties will be discussed with the student during the initial meeting. In addition, it is the student's responsibility to discuss scheduling and details of the requested accommodations with his/her instructors.