Highlights and FAQs:

The Office of Admissions handles all applications for admission into 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.

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. Specifically, the law says that a college “shall make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of disability, against a qualified applicant or student with disabilities. Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and/or adaptation of the manner in which specific courses are conducted.

When to self-identify as a student with a disability is a decision for the student. However, prospective students are encouraged to contact the Office of Disability Services for information regarding services and facilities and to discuss questions pertinent to admission. If accommodations are needed for placement testing, all documentation must be on file in the Office of Disability Services prior to exam.

Legal Requirements

- The Americans with Disabilities Act prohibits discrimination on the basis of disability in employment and public accommodations.
- There must be equal access to all facilities, programs, services, and activities of the college.
- 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).

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 (caring for one’s self, performing manual tasks, talking, seeing, hearing, and learning).
- has a record of such an impairment; or
- regarded as having such an impairment.

Who is covered by the ADA?

- The ADA protects all persons with a disability from discrimination in an educational setting based solely on a disability.
Establishing Services with the Office of Disability Services:

Your first step in requesting services will be to arrange an appointment with the Director of the Office of Disability Services. It is advisable to make an initial appointment before the semester begins. The ODS telephone number is 205.391.2983.

What to Bring to Your First Intake Appointment

Students who are 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 this interview if it has not already been received. 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. The ADA Office is responsible for determining the acceptability of documentation and reserves the right to require additional information to determine the nature of an individual's disability. The ADA Office maintains the right to reject documentation not verifying a student's disability or to delineate reasonable accommodations.

See the ODS handbook for complete documentation guidelines.

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 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.

Accommodations Process
Adherence to the following procedures insures the best possible service the institution can provide.

- The Director of the ADA Office meets individually with a student to discuss accommodations.
- The student completes the ODS registration and compliance forms.
- The Director 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 Office of Disability Services recommends reasonable accommodations by preparing a letter addressed to the instructor of each class for which the student requests accommodations. The student must hand deliver the forms to the instructors and discuss requested accommodations with him/her.
- An instructor is not obligated to provide accommodations to a student with a disability until he/she receives the official ODS accommodation letter from the student.
• Testing in the ODS department is a courtesy offered to assist the instructors in providing accommodations. In addition, it is the student's responsibility to discuss scheduling and details of the requested accommodations with his/her instructor(s).

EXAMPLES OF ACCOMMODATIONS AND SERVICES
Some of the appropriate accommodations and services the Office of Disability Services may recommend are:

A student with a disability may qualify for early registration. The student is responsible for regular advisement with the individual college advisors.

Testing accommodations may include extended time, reduced-distraction testing environment, recorded or orally administered tests, and/or scribes.

Testing in the ODS department is a courtesy offered to assist the instructors in providing accommodations. Some testing accommodations may need to be provided within each department as necessary. Students should discuss testing accommodations with his/her instructors at the beginning of each semester.

Tape Recording / Note takers/Interpreters: Students may be permitted to tape record class lectures or be assisted with locating a peer note taker as a reasonable accommodation. The instructor asks the class for a volunteer to take notes. The note taker brings the notes to the ODS to be copied and put in a file for the student to pick up.

The Office of Disability Services will provide interpreters/readers/scribes when necessary.

In some cases, students may be permitted to use calculators (restrictions apply), electronic dictionaries, word processors, or spell checkers for in-class work.

The College is not required to provide services of a personal nature, including assistance with eating, toileting, or mobility.