

DISABILITY SERVICES

FREQUENTLY ASKED QUESTIONS BY STUDENTS

- ***What should I know when applying to Chattahoochee Technical College? Are there any special procedures?*** Requirements for admission to Chattahoochee Technical College are the same for all students: Application for admission, submission of SAT/ACT/COMPASS or ASSET placement test scores (no older than five years), a final official high school transcript or GED transcript, as well as any previous college transcripts if applicable. Students with disabilities must apply to CTC through the regular admissions procedure. However, you are encouraged to notify Disability Services during the admissions process and set up an appointment to apply for accommodations and make arrangements for placement test accommodations if necessary. ***Students with a Special Education Diploma or Certificate of Completion cannot be accepted into any program of study.*** You must make certain cut scores on the ASSET or COMPASS placement tests (if you do not have minimum SAT or ACT scores). Developmental courses are no longer offered at CTC. If you do score in the developmental range, you can receive a minimum of 30 hours of tutoring (in the subject(s) in which you did not meet the minimum score) in the campus Success Center and re-test garnering the appropriate score before being admitted. You must make the appropriate test scores in Reading, Writing, Numerical Skills and Elementary Algebra areas to be accepted at CTC.
- ***What is considered a disability?*** An individual with a disability is defined as any person who “has a physical or mental impairment which substantially limits one or more major life activities (including walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, or performing manual tasks), has a record of such an impairment, or is regarded as having such an impairment.”
- ***What is a reasonable accommodation?***
A reasonable accommodation is a modification or adjustment to a course, program, service, job, activity, or facility that enables a qualified individual with a disability to have an equal opportunity to attain the same level of performance or to enjoy equal benefits and privileges as are available to an individual without a disability. Some common academic accommodations include extended time on tests, use of peer note takers, and provision of sign language interpreters and captionists. Students who received accommodations in high school may not have the same accommodation plan in college.
- ***What can I do if I encounter an accessibility issue on campus?*** If you encounter a facility access barrier on campus such as a malfunctioning elevator, broken automated door, or other physical barrier, you can report it: Disability@chattahoocheetech.edu

- **Where do I find the Disability Services office? How do I register with DS?** Call the disability coordinator who serves your campus to schedule an appointment. An intake meeting will take place and accommodations will be determined based on current official documentation of a disability. An accommodation letter, based on the accommodations established, will be issued to the student and to the appropriate faculty at the beginning of each term. Please be sure to schedule an intake appointment prior to the beginning of the term to ensure services are in place when the term begins.

Disability coordinator Mary Frances Bernard serves the Marietta, Austell, Mountain View, and Paulding campuses. Marietta campus office: Student Affairs building G, office 1106. Phone: 770-528-4529. Email: maryfrances.bernard@chattahoocheetech.edu. Her assistant is Shanequa Warrington. Marietta office is G1104. Phone: 770-528-5813.

Mary Frances Bernard



Shanequa Warrington

Cindy Tobin



Jewel Akpose

Disability coordinator Cindy Tobin serves the Appalachian, North Metro, Woodstock and Canton campuses. Appalachian campus office: Student Services suite, office 250 by appointment. Phone: 706-253-4422; North Metro campus office: Building A, office 132-O, Phone 770-975-4099. Email: Cindy.Tobin@chattahoocheetech.edu. Her assistant is Jewel Akpose. North Metro campus office is 132Q. Phone 770-529-2356.

- How do I qualify for services?*** To be eligible for services you must provide current, written documentation from a qualified professional on the nature of the disability. This documentation must be supplied by a qualified professional who is licensed or certified to diagnose the disability in question. Information should include test results, if appropriate, and a report, functional limitations of the disability and medications, and academic recommendations. Once the documentation is received, it will be reviewed and discussed with you during an intake meeting. An appointment should be scheduled with a Disability coordinator to discuss your potential need for services and to gather resource and referral information. In some cases, you may be referred to your local Vocational Rehabilitation office if your documentation appears insufficient. To receive services, the student must provide the certain official documentation, which is no older than three years to five years or normed on adult scales: Physical or Medical/Health: Current documentation of the disability from a qualified health professional. Psychological or Cognitive: Current documentation of an adult level evaluation, test scores to include I.Q., achievement, processing, oral expression, sub-test scores, and evaluation report from a qualified examiner. High School IEPs or other 504 plans are insufficient documentation, but can be included as part of a more comprehensive assessment battery. During the intake, appropriate accommodations will be determined. Students, who choose to disclose a disability after classes have started, may find that accommodations cannot be initiated right away; any assignments or tests cannot be made up after the fact.
- What services do Disability Services provide?*** Some of the services that are provided by our office include accommodation letters to faculty, information and referral to campus and community support services, special placement testing, extra time for tests in a quiet environment, interpreters and remote or on-campus captioning, alternative format for textbooks, note taking assistance, scribes and readers for tests, assistive technology, and use of disability study labs (North Metro and Marietta). When you meet with the disability coordinator, the accommodations that are appropriate and reasonable for your disability will be determined as per the documentation provided.
- Does Disability Services provide personal services or aides?*** No. Personal services or aides are not provided. Students must be otherwise qualified to attend college. Services related to daily living needs are the responsibility of the student to include the ability to maneuver to and from classes. This includes ownership of equipment such as a wheelchair as well as services related to personal care if needed.
- I had an Individualized Educational Plan (IEP) in high school. Can I use the IEP as documentation? Can I have the same accommodations?*** The IEP is a valuable resource of information, but cannot be used as the sole documentation of the disability. In addition, many of the accommodations offered in high school are not available on a

college level. Colleges are required to provide any reasonable accommodation that may be necessary for equal access to education. They are not required to design special programs for students with disabilities or honor high school Individualized Educational Plans (IEPs). Please consult the link on our website that spells out the differences between high school and college accommodations.

- ***What role do my parents play in the process?*** Students who are 18 years old or older are legally recognized as adults. In this case, you are responsible for your own accommodation requests and disability-related decisions. However, you are encouraged to have an open dialogue with your parents regarding services, academic difficulties, and enrollment decisions. Parents can be a valuable source of support. Please consider signing a “Consent to Disclose” so that we can converse with your parents and VR counselor if needed.
- ***I have a physical disability and have trouble getting around. What types of accommodations are geared just for me?*** Students with physical disabilities are encouraged to register with Disability Services every semester so that their disability coordinator can help them with access to buildings and other campus activities. Campus police is provided a list of students with mobility, hearing, and sight disabilities so that if a crisis occurs on campus, students can be assisted in leaving the building or taking cover in the event of dangerous weather.
- ***I suspect I have a learning disability; can Disability Services conduct the assessment to provide a diagnosis?*** Colleges are not required to conduct or provide testing. The student is responsible for seeking a disability diagnosis, providing current documentation, and any additional testing to support the requested accommodations. However, Disability Services does provide referral information for local evaluators to include Vocational Rehabilitation.
- ***I am working with Vocational Rehabilitation. Is there anything special I should know?*** If you have a VR counselor, you are encouraged to stay in contact with him or her on a regular basis. If you sign a “Consent to Disclose” we can communicate with your counselor on a regular basis as well if a question arises. However, it is your responsibility to keep the VR apprised of your current schedule, release of grades, and all other information the counselor requires from you to provide connective services. Students are also responsible for keeping their VR counselor apprised of financial aid awards on a regular basis. Your disability counselor will not supply this information on your behalf.
- ***What do I need to know about testing accommodations?*** If you do not request testing services in advance, you will be asked to take your test with the class under regular conditions. If you are taking a test through Disability Services, you must be aware of the following policies and procedures:

- ✓ Accommodations need to be discussed with your instructor at the beginning of the semester. Instructors have a lot of students to keep up with and may need a reminder before every test that you are taking the test through disability services or require accommodations if you feel they are not being met.
 - ✓ Sign up for each test (including the final exam) for the entire semester via the Test Accommodation Request form on the Disability Services website and notify DS of any schedule changes throughout the semester. If you prefer to schedule each test individually during the term you must sign up **no less than 3 business days prior to the test** and **no less than one week prior to any final exam**. Weekends do not count as part of the three-day notification! This allows our office time to obtain the test and secure a space and a proctor.
 - ✓ All testing accommodations (outside of extended time) need to be stated at the time you sign up for your test (e.g. use of a computer or reader).
 - ✓ We will consult with your instructor to receive the test, test instructions, approved materials, means of return the completed test, etc.
 - ✓ Check in with Disability Services at the designated time of your test. Be sure to return the test to Disability Services to return to the instructor.
- **Will my disability and documentation remain confidential?**
Yes. Americans with Disabilities Act (ADA) mandates that all documentation provided to Disability Services be filed, secured, and considered confidential. Neither the specific disability nor the documentation is disclosed to anyone, to include faculty, unless requested by the student in writing or is disclosed by the student himself.
 - **How are the Accommodation Plans distributed?**
Once you and the coordinator establish reasonable accommodations, an accommodation plan is distributed directly to the instructors at the start of the term. **It is your responsibility to notify Disability Services immediately if you change your course(s) during the first three days of the term.** You and the instructor sign the letter and the original is returned to Disability Services. A copy is retained by the instructor. This Accommodation Plan will be distributed automatically every term until you no longer require one, based on written instructions to discontinue the practice. There may be times when a faculty member contacts a disability coordinator to receive clarification on the accommodation plan; this is standard practice and does not violate student confidentiality. You are encouraged to meet with your instructor and provide more information on the actual accommodations needed within the classroom and to verify that the instructor has received the plan. **The student cannot discuss additional accommodations that do not appear on the plan.** It benefits you to become your own advocate for success. If you feel you require additional accommodations at any time, you must schedule an appointment with your disability coordinator.
 - **Who will be my academic advisor?** There are advisors in all departments. Academic advisement is strongly suggested through the program advisors. Contact information is

available on the CTC website. General advisors are also available on each campus. It is important that you understand the requirements of your program of study and the course co- and pre-requisites. Students are encouraged to be a team player during their academic advisement.

- ***Is financial aid available for students with disabilities?*** PELL and HOPE awards are available to assist with tuition, and fees, and depending upon the aid, book allowances. There are no grants specifically available to students with disabilities. You must meet and maintain certain criteria in order to retain their financial aid award: 1) maintain a 2.0 GPA for PELL/3.0 for HOPE; 2) complete 67% of your courses overall; 3) finish your program within maximum time limits. Begin by filling out and submitting the FAFSA to determine aid eligibility. You must apply every year for aid around tax time. Students may also check into additional resources provided by Vocational Rehabilitation services, although students are required to prove that other financial aid options are not available through HOPE, PELL, SEOG, and are often required to be a full time student.
- ***If I have a documented disability in a certain subject area, will I be exempt from taking those classes?*** No. However, reasonable modifications may occur to support your academic success. All students must meet standards set forth by department technical standards, TCSG and CTC standards.
- ***Will I be in a special education class because of my disability?*** No. Classes and program standards are the same for all students. Most courses have a maximum of 30 students in the classroom.

For more detailed information, please consult the current CTC catalog, CTC website, or contact the disability coordinator who serves the campus location of your attendance.