



Disability Services: Student Responsibilities

Students must be aware that accommodations and services may be offered to alter the way in which material is presented, but in no ways modifies course content or program requirements as established by Chattahoochee Technical College or the Technical College System of Georgia.

- I understand I will not be eligible to receive services until I provide current documentation of my disability that has been issued within the last 60 months. Accommodations requested after the start of the term will be implemented 5-7 days after notification of the disability and agreement to accommodations. These services will not override grades, activities, tests, quizzes or other student responsibilities prior to the date of request.
- I understand that it is my responsibility to contact my disability coordinator by phone and email if I find that I require additional accommodations or feel that my accommodations are not being met.
- I understand that certification of a disability will be requested only once unless the disability is determined temporary or the disability diagnoses changes. Classroom accommodations are based on the documentation provided. If I find that I need additional help, I will notify the coordinator who serves my campus. It is my responsibility to keep CTC Disability Services informed of my progress and to notify the coordinator of any schedule changes during the term.
- I understand that it is my responsibility to consult with my instructor at the beginning of the term to ensure that he/she understands my needs and that he/she has received a current Accommodation Plan. I also understand that faculty cannot change or modify my accommodations once approved.
- I understand that it is my responsibility to meet with a faculty advisor each term and register myself through Banner Web. I also understand that I must print my schedule for further reference.
- I understand that it will be my responsibility to schedule an appointment to meet with my disability coordinator each term to request services and discuss accommodation needs such as special equipment or books from AMAC. I am encouraged to discuss educational and career goals and issues related to my success at CTC.
- I understand that a copy of the accommodations(s) deemed appropriate will be retained in my confidential file while I am a student at Chattahoochee Technical College.
- I understand that it is my responsibility to use my official CTC email account and understand that is one of the ways in which CTC administration will communicate with me.
- I understand that it is my responsibility to remain updated on the policies and procedures of Chattahoochee Technical College and the Disability Services Office. This includes proper withdrawal from courses, the advisement and registration process, financial aid eligibility, student code of conduct, and so on.
- It is my responsibility to keep all support organizations to include Vocational Rehabilitation, the Veterans Administration, etc., up to date on my progress. It is not the responsibility of the college to send financial aid verification, grades, progress reports or class schedules.
- I understand that if I choose not to implement accommodations, such as testing in a quiet environment or ensuring that I am receiving extra time or a reader, that I cannot request these

accommodations after the fact. I also understand that I must request a reader or quiet environment **four days** in advance and my instructor acknowledges this via the website request form.

- I understand that a calculator may not be used in some parts of Math 090 to demonstrate my knowledge of basic math functions as outlined by Academic Affairs and the standards of TCSG.

Students with disabilities have the responsibility to:

- Meet the qualifications and essential technical, academic, and institutional standards of Chattahoochee Technical College. Accommodations that compromise the academic integrity of a course are not allowed.
- Identify themselves in a timely manner as an individual with a disability when seeking an accommodation(s);
- Provide CTC Disability Services official, current documentation from an appropriate source that verifies the nature of the disability, functional limitations, and the need for specific accommodations prior to the beginning of initial enrollment or term;
- Follow the procedures for obtaining reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids;
- Use accommodations appropriately;
- Follow the Student Code of Conduct set forth by Chattahoochee Technical College.

Students with Disabilities have the right to:

- Equal access to courses, programs, services, jobs, activities, and facilities available through Chattahoochee Technical College;
- Reasonable, appropriate, and effective accommodations, academic adjustments, and/or auxiliary aids determined on an individual basis;
- Appropriate confidentiality of all information pertaining to his/her disability with the choice of whom to disclose their disability to except as by law;
- College information available in accessible formats.

I, _____, Student ID 900 _____,
Student Name

acknowledge that I have discussed the items above with a coordinator or the designee from the office of CTC Disability Services and had the opportunity to clarify or ask questions.

Student Signature

Date

North Metro Campus – Disability Coordinator, Room 132O. Phone: 770.975.4099. Also serves the Appalachian, Woodstock, and Canton campus. E-mail is cindy.tobin@chattahoocheetech.edu

Marietta Campus – ADA/Section 504 Coordinator, Mary Frances Bernard
980 South Cobb Drive, Marietta, GA 30060, Building G, Room 1106. Phone: 770-528-4529. Also serves the Mountain View, Paulding, and Austell campus. maryfrances.bernard@chattahoocheetech.edu

Please obtain a copy of the Disability Services Handbook which outlines documentation requirements, services, accommodations, success strategies and available assistive technology