Disability Support Services

FAQ

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. 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 Letter in college.

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 test scores or ACCUPLACER/COMPANION 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 though you will not be asked about any disability during the admission process. However, you are encouraged to notify Disability Support 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 scores on the ACCUPLACER or COMPANION placement tests (if you do not have minimum SAT or ACT scores). Developmental courses are no longer offered at CTC, learning support classes remain a part of the curriculum.

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 Support Services office? How do I register with DSS?

Call the Director of Disability Services 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 semester. Please be sure to schedule an intake appointment prior to the beginning of the semester to ensure services are in place when the semester begins.

Who are the staff members in the Disability Support Services department?

Caitlin Barton, Director of Disability Services & ADA/504 Coordinator. She serves the students on all eight campus locations. Office: North Metro, Building A, 132-N. Phone: 770-975-4099, Fax: 404-591-5095.

Email: Caitlin.Barton@Chattahoocheetech.edu

Dana Morgan, Disability Services Specialist for the North Metro, Woodstock, Canton and Appalachian campuses. Office: North Metro, Building A, 132-P. Phone: 770-529-2356.

Email: Dana.Morgan@Chattahoocheetech.edu

Carole Ann Wade, Disability Services Specialist for the Marietta, Mountain View, and Paulding campuses. Office: Marietta, Building G, 1106. Phone: 770-528-4978.

Email: Carole.Wade@Chattahoocheetech.edu

Claudeen Hutchinson, Disability Services Technician. Office: Marietta, Building G, 1108. Phone: 770-528-4529.

Email: Claudeen.Cain@ChattahoocheeTech.edu

Treyvah Stevens, Disability Services Assistant. Office: Marietta, Building G, 1103. Phone: 770-528-4404.

Email: Treyvah.Stevens@ChattahoocheeTech.edu

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 defining 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 the Director of Disability Services to discuss your 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 official documentation, which is no older than five years. 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 initiated right away; any assignments or tests cannot be made up after the fact.

What services does Disability Support Services provide?

Some of the services that are provided by Disability Support Services 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 more. When you meet with a member of the DSS team, the accommodations that are appropriate and reasonable for your disability will be determined per the documentation provided.

Does Disability Support Services provide personal services or aides?

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, take care of personal hygiene, and participate in class activities.

I had an Individualized Educational Plan (IEP) in high school. Can I use the IEP as documentation? Will 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). For example, if a student received the opportunity to have all open book tests or modified exams in high school, college students are not granted those accommodations. 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, as are Dual Enrolled students. Students are responsible for their own accommodation requests and disability-related decisions. However, students are encouraged to have an open dialogue with parents regarding services, academic difficulties, and enrollment decisions. Parents can be a valuable source of support.

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 Support Services every semester so that their the DSS team can help them with access to buildings and other campus activities. The Campus Police Department 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. Students may also request adjustable desks to accommodate a wheelchair.

I suspect I have a learning disability; can Disability Support 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 Support Services does provide referral information for local evaluators such as 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. The DSS department 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 Support 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 Support 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 Testing Request form on the Disability Support Services website and notify DSS of any schedule changes throughout the semester. If you prefer to schedule each test individually during the semester 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 or paper test).

• 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 Support Services at the designated time of your test. When your test is completed, please give the test to DSS staff to return to the instructor.

Final Exams

• Students are encouraged to submit their testing requests online at least 2 weeks prior to their scheduled final exam. This allows DSS adequate time to make arrangements, collect testing instructions, reserve testing space, etc.

• For final exams that need to be taken in the lab setting (i.e. A&P courses that must be taken in the A&P labs), students must coordinate with their instructor/Associate Dean on when the lab will be set up and available for DSS to proctor. Note: students will need to plan accordingly and adjust their schedule in order to take these lab exams, as these will often be proctored with our department on a different day/time based on lab availability. Students are responsible for communicating with their instructor to determine an appropriate date/time & communicating that information with DSS.

• Due to the high volume of students testing during the week of final exams, all students must plan on taking their final exams on either the North Metro or Marietta campuses within our DSS testing lab(s). Students are responsible for making the appropriate transportation arrangements in advance to ensure they can go to either North Metro or Marietta to take their final exam(s). It is encouraged that students communicate with the DSS staff about any issues or concerns related to scheduling their final exam(s). *Note: exception for this policy is with the Nursing Program on the Paulding & Appalachian campuses - these students are permitted to test on those campus locations due to the testing demands within that program, internship requirements, etc.*

Will my disability and documentation remain confidential?

Yes. Americans with Disabilities Act (ADA) mandates that all documentation provided to Disability Support 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 themselves.

How are the Accommodation Letters distributed?

Once you and a DSS team member have establish reasonable accommodations, an "Accommodation Letter" is distributed directly to the instructors at the start of the semester. It is your responsibility to notify Disability Support Services immediately if you change your course(s) during the first three days of the semester. You and the instructor sign the letter and the original is returned to Disability Support Services. A copy is retained by the instructor. This Accommodation Letter will be distributed automatically every semester until you no longer require one, based on written instructions to discontinue the practice. There may be times when a faculty member contacts the DSS team to receive clarification on the Accommodation Letter; 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 letter. **The student cannot discuss additional accommodations that do not appear on the letter.** 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 a member of the DSS team.

Who will be my academic advisor?

There are advisors in all departments. Academic advisement is strongly suggested through faculty and general advisors. Contact information is available on the CTC website under Services and Academic Advisors. A team of advisors is also available on each campus and can also be reviewed under each Program of Study on the website. 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, as well as other 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 though the CTC Office of Financial Aid. You must meet and maintain certain criteria in order to retain financial aid awards: 1) maintain a 2.0 GPA for PELL and HOPE Grant/3.0 for HOPE Scholarship; 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 also have the opportunity annually (February) to apply for a number of scholarships through CTC Foundation. 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 courses are exempt for a specific disability. 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.

For more detailed information, please consult the current CTC catalog, CTC website, or contact the Director of Disability Support Services.