Purpose

• To provide an array of supportive services to meet the educational, career and personal needs of persons with disabilities attending or planning to attend TSC.
Rights and Responsibilities

- THE AMERICANS WITH DISABILITIES ACT (ADA) AND SECTION 504 AS APPLIED TO COLLEGES & UNIVERSITIES
- Section 504 of the Rehabilitation Act in 1973. It is a civil rights statute designed to prevent discrimination against individuals with disabilities. It provides that:
  - No otherwise qualified individual with disabilities in the United States...shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
Who is an "individual with a disability?"

• A person who:
  (1) Has a physical or mental impairment which substantially limits a major life activity
  (2) Has a record or history of such an impairment; or
  (3) Is regarded as having such an impairment.
What are some examples of disabling conditions?

- All conditions which entitled a student to receive special education while attending grade school
  - Mental retardation
  - Learning disabilities
  - Serious emotional disturbances
  - AIDS,
  - Cancer
  - Environmental illness
  - Attention Deficit Disorder
  - Diabetes
  - Asthma
  - Physical Disabilities
  - Behavior disorders

- So long as the condition substantially limits a major life activity.
Overview of Services

• Increase service and disability awareness
• Identify persons with disabilities and their needs; Verify individual disabilities
• Determine and arrange individual accommodations
• Develop and maintain a resource library with current information on disabilities and adaptive technology
• Provide workshops and consultation on disabilities and related issues
• Provide a forum through which students with disabilities can express their concerns and recommendations to the College
Common Services

- Sign-Language Interpreting
- Note taking
- Extended test time
- Testing lab
- Extended Assignments
- Assistive Technology
Procedures

• Student must Self-Identify or be referred
• Register at the Disabilities Office
• Case History Evaluation
• Letters of Accommodation to their Instructors
• Online Correspondence
Disabilities Rights & Responsibilities

College rights

- To determine the appropriateness of documentation and requests for accommodation on a case-by-case basis, using the professional judgment of the Disability services coordinators.
- To request additional information to determine eligibility for services.
- To share relevant information regarding the student's disability with those who have a legitimate educational interest.
- To deny a request for accommodation or withdraw an accommodation when a student fails to meet the college's academic and institutional criteria.

College responsibilities

- To reduce or eliminate physical, academic, and attitudinal barriers.
- To assure that every student receives an equal level of service and expertise from the college, regardless of campus or type of enrollment, by systematizing intra-campus communication and support.
- To serve as an advocate for students with disabilities and to ensure equal access.
- To consult with faculty regarding academic accommodations and compliance with legal responsibilities.
- To develop written policies and guidelines regarding procedures for determining and accessing "reasonable accommodations."
- To provide services that are based on the institution's mission and/or service philosophy.
- To prohibit discrimination against qualified individuals with disabilities.
- To assure the safety and confidentiality of all documentation related to student's disabilities.

Student rights

Contact Information

Kryrna Rivera - Interpreter
Office of Student Life, Lightner 104
Kryrna.rivera@tsc.edu
956.295.3587

Carol Arroyo - Interpreter
Office of Student Life, Lightner 104
carol.arroyo@tsc.edu
956.295.3587

Forms

- Problems with Accommodations
- Request for Disability Services
- Request for Interpreting Services
- Request to Test at the Assistive Technology Lab
- Teacher Request Form
### EXHIBIT A-1

#### SECTION 2: TO BE COMPLETED BY DS STAFF

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Date test received/ staff initials/ entered into test log</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Phone</td>
<td></td>
</tr>
</tbody>
</table>

**TEST DEADLINE:**

<table>
<thead>
<tr>
<th>Received Via: (Circle one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor</td>
</tr>
<tr>
<td>Email</td>
</tr>
</tbody>
</table>

**METHOD FOR PLACING ANSWERS (please initial one):**

<table>
<thead>
<tr>
<th>Write on Test</th>
<th>Scanntron</th>
</tr>
</thead>
</table>

**DISABILITY SUPPORT SERVICES**

Camille Lightner, Room 104

Phone (956) 295-3587

Carol.Arroyo@tsc.edu

Krysna.Rivera@tsc.edu

**TEST TIME LIMIT (no unlimited test time considered):**

<table>
<thead>
<tr>
<th>Test time allowed in class:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hour (s)</td>
</tr>
</tbody>
</table>

**Minimum extended time allowed is 1 1/2 times:**

| Hour (s) | Minutes |

**TEST ACCOMMODATIONS**

<table>
<thead>
<tr>
<th>CLARO READ/ CCTV/ OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**TEST AIDS/MATERIALS ALLOWED (please check applicable):**

<table>
<thead>
<tr>
<th>Open Book</th>
<th>Calculator</th>
<th>Computer</th>
<th>Formula sheet</th>
<th>Scratch paper</th>
<th>Class notes</th>
<th>Other (specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**EXTENDED TEST TIME FORM**

**Section 1: TO BE COMPLETED BY INSTRUCTOR**

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Course Number (e.g. Math 0312.05)</th>
</tr>
</thead>
</table>

**METHOD FOR SENDING TEST (please initial applicable):**

| Instructor will email test to DS staff |
| Instructor will drop off test at DS Office |
| DS may pick up test from instructor |

<table>
<thead>
<tr>
<th>Instructor Name</th>
<th>METHOD FOR RETURNING TEST (please initial applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Instructorn will pick up test at DS Office</td>
</tr>
<tr>
<td></td>
<td>DS staff will drop off test to instructor</td>
</tr>
<tr>
<td></td>
<td>DS staff will email test to instructor</td>
</tr>
</tbody>
</table>

**ADDITIONAL COMMENTS**

<table>
<thead>
<tr>
<th>Staff Initials</th>
</tr>
</thead>
</table>
Accommodation Request Form

Texas Southmost College

ACCOMMODATION REQUEST FORM

This form certifies that the following student has presented the necessary documentation to authenticate their disability.

Name: ___________________________ ID#: ___________________________

Major: ___________________________ Disability: ___________________________

Note: This form is CONFIDENTIAL and should not be disclosed to a third party without the express permission of the student.

Please read and sign below indicating your acceptance of this agreement. (If you cannot sign, contact Student Life ASAP.) Keep one signed form for your records. Return copy to Student Life.

Special note: If the student requires special test conditions, you can make arrangements for administering tests through the Accessible Technology Lab and Testing Services.

Note: Student must be responsible for verifying your information, signing for their information, and returning one copy of this form to Student Life.

Deadlines: one week from date of your signature below.

Questions about accommodations or any student with disabilities? Please contact Student Life at (562) 717-3860.

STUDENT NAME: ___________________________ ID: ___________________________

To equalize this student's changes for academic success, the following accommodations are necessary:

Volunteer note taker (announce need for volunteer in class)

Use of voice recorder to record lectures

Special test conditions: time and a half

Special test conditions: may be converted to audio format for combined visual/auditory input

Special test conditions: Use of computer with assistive software for written quizzes and essay tests

Test can be proctored by the Accessible Technology Lab and Testing Service

Training in use of appropriate assistive technology

Use of alternate format textbooks

STUDENT SIGNATURE: ___________________________ DATE: ___________________________

STAFF SIGNATURE: ___________________________ DATE: ___________________________

INSTRUCTOR SIGNATURE: ___________________________ DATE: ___________________________
Shared Responsibility

- Integrity of Curriculum
- Attendance
- Quality of Work
Case Studies
Contact Information

• **Krysna Rivera** - Interpreter  
  Office of Student Life, Lightner 104  
  Krysna.rivera@tsc.edu  
  956.295.3587

• **Carol Arroyo** - Interpreter  
  Office of Student Life, Lightner 104  
  carol.arroyo@tsc.edu  
  956.295.3587