



Disability Support Services Newsletter

Please visit our website: www.ctcd.edu/disability-support

February 2025

Contact Information

DSS Office Location, Phone &

Fax Numbers:

Building 215, Office 101

Phone: (254) 501-3006 or Toll free:
1-800-792-3348 Extension 1195

Fax: (254) 526-1700

DSS CST Office Hours:

Mon. - Thurs. 7:30 a.m. to 5:30 p.m.

Friday - 7:30 a.m. to 11:30 a.m.

DSS Team:

Dr. Christy Shank
DSS Director

Wilma Brown-Smith DSS
Coordinator

For this DSS Newsletter, DSS would like to remind students how to request accommodations from DSS and share information about resources available from all Student Success and Persistence Departments.

Our DSS staff is available to service our students, faculty, and staff during business hours.

To schedule a phone, virtual or in person appointment or for assistance with accommodations, please contact our front office at 254-501-3006 or email us at DSS@ctcd.edu

* Any questions, comments, and suggestions can be sent to: DSS@ctcd.edu

DSS Mission Statement

DSS is committed to assisting the college so that individuals with disabilities are assured an equal opportunity to participate in, contribute to, and benefit from all college programs, services, and activities. DSS supports individuals with disabilities by coordinating reasonable accommodations and services. We are committed to providing equal access to higher education for qualified individuals with disabilities.

Quote of the Quarter

"Education is one thing no one can take away from you."

~ Elin Nordegren ~

How To Request Accommodations for CTC Classes:

Students needing accommodations for their qualifying disability must self-identify to DSS (colleges are not required to seek out or identify students with disabilities). Students must complete the required DSS Student Intake e-Form in eTrieve under ST Disability Services Section. Students must provide DSS with required medical documentation to substantiate a qualifying disability under the Americans with Disabilities Act (ADA).

- ❖ Documentation must be current (less than 5 years old), state the student's disability, explain how the disability was diagnosed and how the disability impacts a major life activity/ educational environment, and list recommended accommodations.

Students must request accommodations from the DSS Coordinator every semester they are needed (accommodations are not retroactive). For further information on instructions on how to request accommodations, documentation requirements, DSS policies, and the DSS Student Handbook, please visit www.ctcd.edu/disability-support or call us at 254-501-3006 (Bldg. 215, Office 101).

Student Success and Persistence (SSP) Departments:

Additional student resources and support is available at the following departments:

- **Academic Studio:** free tutoring, study groups, exam preparation, foster care assistance, Student Outreach and Academic Relationships (SOAR), textbook lending/childcare assistance/transportation assistance for qualifying career/technical students, etc.
 - Bldg. 220 (2nd floor); 254-526-1580
 - <https://www.ctcd.edu/locations/central-campus/student-support/student-success-persistence/academic-studio-student-success-center/>
- **Wellness & Counseling Center:** free mental health services/short term counseling for students and employees, free assessments and referrals
 - Bldg. 158; 254-501-3097, 254-526-1166, or 254-501-3096
 - <https://www.ctcd.edu/locations/central-campus/campus-safety-wellness/student-employee-assistance-program/>
- **Career Services:** resume assistance, mock interviews, career exploration, career advising, etc.
 - Bldg. 253E, Suite 6; 254-526-1106
 - <https://www.ctcd.edu/students/current-ctc-students/career-center/>
- **Student Life:** supports and guides student development by providing opportunities for individual and group interaction through student organizations/clubs, tournaments, field trips and other social and seasonal activities, has a student lounge/game room, etc.
 - Bldg. 220 (1st floor); 254-526-1259 or 254-526-1258
 - <https://www.ctcd.edu/locations/central-campus/student-life-activities/>
- **Morton Hall:** on campus housing
 - Bldg. 203; 254-526-1790
 - <https://www.ctcd.edu/locations/central-campus/housing/>
- **Student Success Coaching:**
 - Bldg. 215; 254-526-3006
 - <https://www.ctcd.edu/students/success-coaching/>



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August 2024

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DSS Director

Wilma Brown-Smith
DSS Coordinator

Important Dates:

Presidents' Day Holiday: Feb. 20

Spring Break: March 13-17

CTC's Wellness Fair: April 5

For this edition of the DSS Newsletter, DSS would like to share information about the Americans with Disabilities Act (ADA).

Our DSS staff is available to service our students, faculty, and staff during business hours.

To schedule a phone, virtual or in person appointment or for assistance with accommodations, please contact the following DSS Coordinator:

*Wilma Brown Smith: wbrown@ctcd.edu or 254-526-1863

Any questions, comments, and suggestions can be sent to:

DSS@ctcd.edu

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Quote of the Quarter

"The only dreams impossible to reach are the ones you never pursue."

~ Michael Deckman ~

What is the Americans with Disabilities Act (ADA)?

ADA is a federal civil rights law that prohibits discrimination against people with disabilities in everyday activities. The ADA prohibits discrimination on the basis of disability just as other civil rights laws prohibit discrimination on the basis of race, color, sex, national origin, age, and religion. The ADA guarantees that people with disabilities have the same opportunities as everyone else to enjoy employment opportunities, purchase goods and services, and participate in state and local government programs. To prevent discrimination against people with disabilities, the ADA sets out requirements that apply to many of the situations you encounter in everyday life. Employers, state and local governments, businesses that are open to the public, commercial facilities, transportation providers, and telecommunication companies all have to follow the requirements of the ADA.

Who Does ADA Protect?

A person with a disability is someone who: has a physical or mental impairment that substantially limits one or more major life activities or has a history or record of such an impairment. The term "substantially limits" is interpreted broadly and is not meant to be a demanding standard. But not every condition will meet this standard. An example of a condition that is not substantially limiting is a mild allergy to pollen. Major life activities are the kind of activities that you do every day, including your body's own internal processes.

Examples of major life activities:

- *Actions like eating, sleeping, speaking, and breathing
- *Movements like walking, standing, lifting, and bending
- *Cognitive functions like thinking and concentrating
- *Sensory functions like seeing and hearing
- *Tasks like working, reading, learning, and communicating
- *The operation of major bodily functions like circulation, reproduction, and individual organs

Examples of disabilities:

Cancer, Diabetes, Post-traumatic stress disorder, Autism, Cerebral palsy, Deafness or hearing loss, Blindness or low vision, Epilepsy, Mobility disabilities, Intellectual disabilities, Major depressive disorder, Traumatic brain injury, etc.

If a person falls into any of these categories, the ADA protects them.

Source: <https://www.ada.gov/topics/intro-to-ada/#other-important-requirements>

Please visit the DSS website for detailed information on services: www.ctcd.edu/disability-support