



# Disability Support Services Quarterly Newsletter

Please visit our website: [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support)

Volume 1, Issue 2 (May 2019/Summer 2019)

## Contact Information

### DSS Office Location, Phone & Fax Numbers:

Building 111, Room 207  
Phone: (254) 526-1195  
Toll free: 1-800-792-3348  
Extension 1195  
Fax: (254) 526-1700

### DSS Office Hours:

Mon.-Thurs. 7:30 am.-5:30 p.m.  
Fri. 7:30 a.m. - 11:30 a.m.

**\*DSS Summer Hours**  
Closed every Friday from June 7 -  
August 9, 2019

### DSS Team:

Dr. Christy Shank, DSS Director  
Wilma Brown-Smith, DSS  
Coordinator  
Ron Porter, DSS Coordinator  
Stephanie Rawlins, DSS Office  
Specialist II

## Important Dates

**Summer I & Summer II Registration**  
April 8 - May 31, 2019  
**Epically Geeky Expo**  
May 17 -19, 2019  
**Memorial Day Holiday**  
May 27, 2019  
**Summer New Student Orientation**  
May 30, 2019 8am – 2pm

Summer 2019 semester is off to a great start! As we prepare for another busy and productive semester, the office of Disability Support Services (DSS) would like to provide a brief overview of required documentation for DSS accommodations, how to request classroom accommodations, and the difference between high school and college accommodations

Each newsletter will include information on various disability topics, dates to remember, and more! We will also offer tips and strategies for the classroom environment, ways to enhance the academic experience, and supportive links. It is our goal to use this newsletter to disseminate useful information to staff, faculty, and students.

Any questions, comments, and suggestions can be sent to:  
[srawlins@ctcd.edu](mailto:srawlins@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 academically qualified individuals with disabilities.

## Quote of the Quarter

*"Learning is not the product of teaching. Learning is the product of the activity of learners."*

~John Holt



Student must self-identify to DSS if accommodations are needed. DSS does **NOT** seek out or identify students with disabilities. Only students are permitted to request accommodations for themselves as parents (and/or other individuals) are not permitted to request accommodations for their child.

### How to request Accommodations...

- ❖ Students must complete the required DSS Student Intake e-Form in eRetrieve at <https://ctceforms.ctcd.edu> under ST Disability Services.
- ❖ Students must provide DSS with required medical documentation.
- ❖ Students must request accommodations every semester they are needed.

### Required Documentation...

To qualify for accommodations, students must have medical documentation substantiating a qualifying disability as defined by the Americans with Disabilities Act (ADA). ADA defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activity. Documentation must be current, state the student's disability, explain how the disability was diagnosed and how the disability impacts a major life activity, and list recommended accommodations. For further information on documentation requirements, please visit [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support)

### Differences between High School & College Accommodations for Students with Disabilities...

The student goes from an environment that is structured to "ensure student success" (high school) to one that is designed to "allow equal access" (college). The success of the student is up to the student in the college setting. The college must ensure access, NOT success.

Key responsibilities for students needing accommodations for college level courses:

- Students must self-identify to DSS (students are responsible for obtaining and paying for their own evaluations/medical documentation)
- Students must organize and structure their own time (grades are based on merit – colleges are not required to lower or substantially modify essential requirements or provide adjustments that would fundamentally alter the nature of a service, program, or activity, or that would result in an undue financial or administrative burden)

The differences in federal disability laws between K-12th grade and post-secondary education can be accessed at the following link: <https://www2.ed.gov/about/offices/list/ocr/transition.html#reproduction%20>

### Study Habits for Students:

- ❖ **Successful students plan study time and know what to study next.** This means that, rather than delaying studying until they felt like they were behind, great students used regularly scheduled blocks of time to get their coursework done. College students generally have the luxury of a course syllabus. This document tells you exactly what material you will be covering over the semester, along with any applicable due dates.
- ❖ **Successful students read and reread their course material.** The most successful learners read the material. And later on, they read it again. When done strategically, rereading can be an efficient way to improve retention and boost test performance.