



# Disability Support Services Quarterly Newsletter

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

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## 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 Team:

Dr. Christy Shank  
DSS Director

Wilma Brown-Smith  
DSS Coordinator

Ron Porter DSS  
Coordinator

Stephanie Rawlins  
DSS Office Specialist II

## Important Dates & Events

December 9 & 10, 2019  
Graduation Orientation

December 12, 2019  
Fall 2019 Graduation Ceremony

January 3, 2020  
First Day of Spring 2020 Semester

January 16, 2020  
CTC's Welcome Bash

For this edition of the DSS Quarterly Newsletter, DSS would like to provide a brief overview of all the great campus resources available for students, what to do if you think a student has a disability, and tips on how students can prepare for a test!

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, supportive resources/ links, and much more! 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

*"I can't change the direction of the wind, but I can adjust my sails to always reach my destination."*

~ Jimmy Dean

## Featured Video

This video features an overview of the great Academic Support Services that CTC has to offer its students!

<https://www.youtube.com/watch?v=PAZwoagWlzo>

## CTC's Campus Resources for Students

\* Disability Support Services (Bldg. 111; 254-526-1195): Provides academic accommodations to students with qualifying disabilities!

\* **Academic Studio** (Bldg. 106; 254-526-1580): Tutoring services, academic advising, information and resource referrals, college success and study skills workshops, and textbook and childcare assistance for qualified Career and Technical Education students!

\* **Career Services Center** (Bldg. 118; 254-526-1106): Assists with all phases of the career planning and job search process, including career assessments, resume critiques, and mock interviews!

\* **Library** (Bldg. 102; 254-526-1621): Services include Ask a Librarian, research paper reviews, multimedia lab, teaching learning center, and research study guides!

\* **Student & Employee Assistance Program** (Bldg. 158; 254-526-1166): Offers free counseling services to students and staff to overcome issues of personal, educational, or professional concerns!

## **Featured Topic: What to do if you think a student has a disability**

If you think a student might have a disability, but the student has not disclosed a disability to you, do not directly ask the student if he or she has a disability. Rather, do any of the following:

- Make a general announcement in class that any student with a disability can contact the DSS office for assistance with his/her disability
- Provide the student with a list of available campus resources (see list of resources above)

## **Tips for Students: How to Prepare for Tests**

**\* CTC's Academic Studio will host Study Up sessions December 2nd - December 6th, 2019 from 12:00pm - 1:00pm!**

- ❖ There are many strategies that students can use to help prepare for tests and exams. Such strategies include:
  - \* give yourself enough time to study - set up a study schedule; don't wait until the last minute to start studying for the test
  - \* review old tests from the class, review all class notes, and review any study guides
  - \* ask instructor for clarification on any topic(s) you are struggling with and utilize tutoring