



Disability Support Services Newsletter

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

Volume 1, Issue 1 (Feb. 2019/Spring 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 Team:

Dr. Christy Shank, DSS Director

Wilma Brown-Smith, DSS
Coordinator

Ron Porter, DSS Coordinator

Stephanie Rawlins, DSS Office
Specialist II

Upcoming Events

- March 11-15th, Spring Break
- March 19th: CTC's Veterans Benefits Expo
- April 3rd: CTC's Wellness Fair
- April 17th: CTC's Career Fair

Spring 2019 semester is underway! As we prepare for another busy and productive semester, the office of Disability Support Services (DSS) would like to introduce our first quarterly newsletter. The purpose of this publication is to provide staff, faculty, and students with information regarding events and disability related topics.

This issue will introduce our staff, hours, mission of the office of Disability Support Services, and definition of a disability. Future issues will include information on accommodations, various disability topics, dates to remember, and more! We 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. If there are topics that you would like to see in the future, or if you have suggestions for the newsletter, please submit those to DSS and we will do our best to cover those suggestions in our upcoming newsletters.

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

Quote of the month -

**“Discipline is the bridge between goals and
accomplishments.”**

-Jim Rohn



What is a Disability?

The Americans with Disability Act (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. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. A major life activity also includes

the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Did you know...

The DSS office provides accommodations to students worldwide at all CTC campus locations! To learn more about how students may request accommodations for a documented/qualifying disability, visit our website at www.ctcd.edu/disability-support

Tips and Strategies for Students:

- Get organized! Keeping your class papers and books in an organized manner helps you not only find what you need, but also helps you stay focused for the class and tasks at hand. Keep each class's paperwork, syllabus, handouts, homework etc. in its own folder. It is easier to locate what you need for any work, and easier to pick out what you need for the next day.
- At the beginning of the school year, you can buy folders for as little as 10 cents each! Buy ten, that's only \$1.00! Notebooks and other supplies are very inexpensive at the beginning of the school year as well.

DSS Mission Statement

DSS is committed to assuring that people with disabilities are provided an equal opportunity to participate in, contribute to, and benefit from all college programs, services, and activities. DSS supports individuals with disabilities in achieving their academic potential to the greatest extent possible by coordinating reasonable accommodations and facilitating services. We are committed to providing equal access to higher education for academically qualified individuals with disabilities.

Supportive Links:

ADA Law for Postsecondary Education: <https://www2.ed.gov/policy/rights/reg/ocr/edlite-34cfr104.html#E>

Students with Disabilities Preparing for Postsecondary Education: <https://www2.ed.gov/about/offices/list/ocr/transition.html#reproduction%20>



Disability Support Services Quarterly Newsletter

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

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

Contact Information

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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:

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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 eTrieve 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

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.



Disability Support Services Quarterly Newsletter

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

Volume 1, Issue 3 (August 2019/Fall 2019)

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DSS Director

Wilma Brown-Smith
DSS Coordinator

Ron Porter
DSS Coordinator

Stephanie Rawlins
DSS Office Specialist II

Important Dates

August 22, 2019
Fall New Student Orientation

August 26 - August 30, 2019
Welcome Week

August 29, 2019
Welcome Back Bash

September 2, 2019
Labor Day Holiday

October 14, 2019
Columbus Day Holiday

Fall 2019 semester is about to 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 our DSS website, information on all the great campus resources available for students, our service animal policies, and stress management tips for students.

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.

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Quote of the Quarter

"Courage doesn't always roar. Sometimes courage is the quiet voice at the end of the day saying 'I will try again tomorrow'"

~ Mary Anne Radmacher

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>



Students are encouraged to visit the DSS [website at www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support)

Our website explains how students with qualifying disabilities can request accommodations, guideline on required medical documentation, DSS student handbook, and much more!

CTC's Campus Resources for Students

- ***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!

Service Animal Policy

Only dogs (and in some cases miniature horses) are recognized as service animals under Titles II and III of the ADA. A service animal is a dog individually trained to do work or perform tasks for an individual with a disability: the work or task must be directly related to the person's disability. Dogs not trained to perform tasks that mitigate the effects of a disability, including dogs used purely for comfort or emotional support, are NOT service animals.

In compliance with ADA, the service animal must be permitted to accompany the individual with a disability in all areas of the campus where students/the public are normally allowed to go. Per ADA, allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals and service animals are not required to wear a vest, ID tag, or specific harness. DSS may require the student provide proof of vaccinations for the service animal.

Per ADA law, only the following questions are permitted to be asked in regards to service animals:

- Is the animal necessary for the person's disability? You cannot ask the person what his/her disability is or ask for documentation of the disability.
- What work and/or task is the service animal trained to perform? You cannot request that the service animal perform the task and you cannot ask for documentation for the service animal.

Stress Management Tips for Students:

- ❖ There are many strategies that students can use to help avoid and manage school related stress. Such strategies include:

- *manage your time effectively to meet deadlines and allocate enough time to complete assignments

- *create a good study environment free from distractions

- *get organized at the start of the semester - have a system to organize notes and keep track of all assignments and test dates



Disability Support Services Quarterly Newsletter

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Volume 1, Issue 4 (November 2019/Fall 2019)

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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 13, 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.

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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)

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

Tips for Students: How to Prepare for Tests

- ❖ 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