



# Disability Support Services Quarterly Newsletter

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

Volume 2, Issue 1 (February 2020/Spring 2020)

## Contact Information

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

Building 111, Room 111  
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

March 9 - 13, 2020  
Spring Break

March 17, 2020  
CTC's Vet Success Benefits Expo

April 1, 2020  
CTC's Wellness Fair

April 15, 2020  
CTC's Career Fair

May 8, 2020  
CTC's Spring 2020 Graduation

For this edition of the DSS Quarterly Newsletter, DSS would like to continue to highlight all the great campus resources available for students to help them be successful! This edition also reviews Title IX rights for pregnant students and responsibilities of the college when working with pregnant 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.

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

*"Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time."*

~ Thomas A Edison

## DSS Update

**DSS HAS MOVED!** Our new location is Building 111, Room 111

## **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: Title IX Pregnancy Rights of Students & Responsibilities of the College**

Pregnancy related absences that are deemed medically necessary by a medical provider and/or leave from school due to child birth/recovery are protected under Title IX federal law. Students needing their pregnancy related absences, childbirth, and/or maternity leave excused are REQUIRED to submit medical documentation to DSS.

### **Classes and School Activities – your school MUST:**

Allow you to continue participating in classes and extracurricular activities even though you are pregnant.

Provide you with reasonable adjustments, like allowing you to make frequent trips to the restroom, when necessary because of your pregnancy (student is responsible for requesting pregnancy-related accommodations through DSS if accommodations are needed and will be required to submit medical documentation for pregnancy-related accommodations).

### **Excused Absences and Medical Leave – your school MUST:**

Excuse absences due to pregnancy or childbirth for as long as your doctor says it is necessary (student required to submit medical documentation to DSS).

Allow you to return to the same academic and extracurricular status as before your medical leave began, which should include giving you the opportunity to make up any work missed while you were out.

Your instructor may not refuse to allow you to submit work after a deadline you missed because of pregnancy or childbirth. If grading is based in part on class participation or attendance and you missed class because of pregnancy or childbirth, you should be allowed to make up the participation or attendance credits you didn't have the chance to earn.

The school may offer the student alternatives to making up missed work, such as retaking a semester, or allowing the student additional time in a program to continue at the same pace and finish at a later date, especially after longer periods of leave. The student should be allowed to choose how to make up the work. The student cannot be required to turn in work while on approved maternity leave.



# Disability Support Services Quarterly Newsletter

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

Volume 2, Issue 2 (May 2020/Spring 2020)

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hours

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DSS Director

Wilma Brown-Smith  
DSS Coordinator

Ron Porter  
DSS Coordinator

Stephanie Rawlins  
DSS Office Specialist II

## Campus Events

Due to COVID-19, all campus  
events have been canceled  
through August 31st

For this edition of the DSS Quarterly Newsletter, DSS would like to provide a brief overview of all the campus resources available for students during COVID-19 and provide information regarding the CARES Act.

Although on campus operations are temporarily suspended, our DSS staff is working remotely during business hours to services our students. Students may contact a DSS Coordinator by email for assistance at [wbrown@ctcd.edu](mailto:wbrown@ctcd.edu) for Wilma Brown-Smith or [ron.porter@ctcd.edu](mailto:ron.porter@ctcd.edu) for Ron Porter.

Any questions, comments, and suggestions can be sent to:  
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## Quote of the Quarter

*"Persistence and resilience only come from having been given the chance to work through difficult problems."*

— Gever Tulley

## COVID-19 CTC's Campus Resources for Students

\* COVID-19 updates can be found at <https://www.ctcd.edu/students/current-ctc-students/coronavirus-covid-19-student-updates/>

\* Helpful links and FAQs can be found at <https://www.ctcd.edu/students/current-ctc-students/coronavirus-covid-19-student-updates/helpful-links-and-faqs/>

\* Student Support Resources can be found at <https://www.ctcd.edu/sites/ctcd/assets/File/Health%20Alert/Student%20Services%20and%20Support%20Info%20COVID-19.pdf>

\* Instructional department contact information can be found at <https://www.ctcd.edu/sites/ctcd/assets/File/Students/COVID-19/Instructional%20Departments%20COVID-19%20for%20web.pdf>

\* We're Here for You! videos can be found at <https://www.youtube.com/watch?v=tv88gWgaDIY&list=PLPswCS3r5VQXDIDooeDsGvBLEW8Eej3LO>

## CARES ACT

If you are a CTC student who incurred expenses related to the disruption of CTC operations due to the COVID-19 pandemic, you may qualify for an emergency financial aid grant under the Coronavirus Aid, Relief and Economic Security (CARES) Act.

For information on eligibility requirements and the process to apply for this grant, please visit <https://www.ctcd.edu/students/current-ctc-students/coronavirus-covid-19-student-updates/covid-19-emergency-funding-cares-act/>

## SUMMER 2020 REGISTRATION

Registration for summer classes is currently open. For more information about summer registration and to view course schedules, please visit <https://www.ctcd.edu/academics/class-schedules/>

\*Student needing disability accommodations for registered summer courses can contact their DSS Coordinator by email.



# Disability Support Services Quarterly Newsletter

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

Volume 2, Issue 3 (August 2020)

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DSS Director

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DSS Coordinator

Ron Porter  
DSS Coordinator

## Campus Virtual Events

Aug. 6th & Aug. 20th: New Student Virtual Orientation (students can register online at <http://ctc4.me/NSO8820> for the Aug. 6th session & <http://ctc4.me/NSO82020> for the session on Aug. 20th)

Aug. 24th -Aug. 28th: Virtual Welcome Week

Aug. 31st - Sept. 4th: Virtual Spirit Week

For this edition of the DSS Quarterly Newsletter, DSS would like to provide the link to COVID-19 updates/campus resources, information on the CARES Act, Fall 2020 registration, CTC Live Sessions, and share our new DSS testing policies!

Our DSS staff is available to service our students, faculty, and staff during business hours. To schedule a virtual appointment or for assistance with accommodations, please contact a DSS Coordinator by email ([wbrown@ctcd.edu](mailto:wbrown@ctcd.edu) for Wilma Brown-Smith or [ron.porter@ctcd.edu](mailto:ron.porter@ctcd.edu) for Ron Porter).

Any questions, comments, and suggestions can be sent to:  
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## Quote of the Quarter

*"I tried and failed. I tried again and again and succeeded."*  
— Gail Borden

## COVID-19: CTC's Campus Resources for Students

\* COVID-19 updates and resources can be found at <https://www.ctcd.edu/covid-19-return-to-campus/>

## CARES ACT

If you are a CTC student who incurred expenses related to the disruption of CTC operations due to the COVID-19 pandemic, you may qualify for an emergency financial aid grant under the Coronavirus Aid, Relief and Economic Security (CARES) Act.

For information on eligibility requirements and the process to apply for this grant, please visit <https://www.ctcd.edu/covid-19-return-to-campus/covid-19-emergency-funding-cares-act/>

## FALL 2020 REGISTRATION & ACCOMMODATIONS

Registration for fall classes is currently open. For more information about fall registration and to view course schedules, please visit <https://www.ctcd.edu/academics/class-schedules/>

Student needing disability accommodations for registered fall courses can contact their DSS Coordinator directly by email.

## DSS NEW TESTING POLICIES

Due to COVID-19, the DSS office has implemented new testing policies. Here is a brief overview:

\*Students with approved testing accommodations will be required to schedule their test with the DSS office at least 3 business days prior to the requested test date by emailing the test request to the DSS office

\*Students will be required to be on time for their scheduled test at the DSS testing office

\*Students will be required to sit in seats designated by the DSS staff

\*Students will be required to wear a face covering/mask when entering a CTC building and in all common areas

**For more details on all DSS testing policies, please visit:** <https://www.ctcd.edu/locations/central-campus/student-support/student-success-persistence/disability-support-services/guidelines-for-testing-accommodations/>

## CTC LIVE SESSIONS

To view CTC's series of Webex to Facebook live sessions that were hosted by various academic and student support departments, please visit <https://www.ctcd.edu/students/ctc-live/>



# Disability Support Services Quarterly Newsletter

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

Volume 2, Issue 4 (November 2020)

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#### DSS Team:

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DSS Director

Wilma Brown-Smith  
DSS Coordinator

Ron Porter DSS  
Coordinator

## Campus Virtual Events

Dec. 10th: Virtual Graduation  
Ceremony

Jan. 19th - Jan. 29th:  
Virtual Welcome Weeks

For this edition of the DSS Quarterly Newsletter, DSS provides information on the CARES Act, requesting accommodations, our new SLI policies, National Distance Learning Week, and tips for online learning!

Our DSS staff is available to service our students, faculty, and staff during business hours. To schedule a virtual appointment or for assistance with accommodations, please contact one of the following DSS Coordinators:

\*Wilma Brown-Smith: [wbrown@ctcd.edu](mailto:wbrown@ctcd.edu) or 254-526-1863

\*Ron Porter: [ron.porter@ctcd.edu](mailto:ron.porter@ctcd.edu) or 254-526-1822

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

[DSS@ctcd.edu](mailto:DSS@ctcd.edu)

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## Quote of the Quarter

*"Education is the most powerful weapon you can use to  
change the world."*

- BB King

## **COVID-19 and CTC's Campus Resources for Students**

- \* COVID-19 updates and resources can be found at <https://www.ctcd.edu/covid-19-return-to-campus/>

## **CARES ACT**

If you are a CTC student who incurred expenses related to the disruption of CTC operations due to the COVID-19 pandemic, you may qualify for an emergency financial aid grant under the Coronavirus Aid, Relief and Economic Security (CARES) Act.

For information on eligibility requirements and the process to apply for this grant, please visit <https://www.ctcd.edu/covid-19-return-to-campus/covid-19-emergency-funding-cares-act/>

## **ACCOMMODATIONS**

DSS would like to remind students that academic accommodations can be requested at any time during the semester (accommodations are not retroactive). For more information on how to request accommodations, required medical documentation, and DSS Student Intake eForms, visit the DSS website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support)

## **DSS UPDATES: NEW SIGN LANGUAGE INTERPRETING (SLI) POLICIES**

The DSS office has implemented new SLI policies. Students are now required to submit their request to DSS for the SLI at least 72 business hours (excluding weekends, holidays, and summer hours) in advance to the desired meeting date/time. Students are also required to provide at least 72 business hours' notice to DSS if they have to cancel/reschedule the scheduled SLI. For more information on SLI services, see the DSS Student Handbook found on the DSS website.

## **NATIONAL DISTANCE LEARNING WEEK**

Distance Education and Education Technology (DEET) will observe National Distance Learning Week, November 9-13. Activities will be virtual. Activities and resources will be available at <https://online.ctcd.edu>

## **TIPS FOR ONLINE LEARNING**

- \* Set goals and a schedule at the beginning of the semester
- \* Create a positive/productive study space
- \* Eliminate distractions
- \* Stay organized
- \* Keep track of due dates
- \* Practice time management
- \* Develop a routine and actively participate
- \* Use the resources provided by the instructor and use campus resources
- \* Check your student email regularly
- \* Stay in contact with your instructors