Procedures to Request Academic Accommodations, Academic Adjustments or Auxiliary Aids/Services

At the post-secondary level, students are responsible to self-identify to the Disabilities Services Office the need for academic accommodations, adjustments, and/or auxiliary aids/services. Accommodating students with disabilities in higher education is a shared responsibility. Faculty and administrators, students and disabilities services staff must work together to coordinate reasonable accommodations for students with disabilities who request support.

**Step One:** Students must call the Disabilities Services Office (914) 606-6287 and identify that they have a documented disability. Students will be directed to submit documentation of their disability from an appropriate qualified professional by faxing it to: (914) 606-7893 or mailing it to: Disabilities Services Office, Westchester Community College, 75 Grasslands Road, Valhalla, New York 10595.

**Step Two:** New students will be given information regarding placement testing with accommodations. Students who have any special needs beyond extended time must declare them at this time and they will be referred to the appropriate counselor listed below.

**Step Three:** Students must request academic accommodations, academic adjustment or auxiliary aids/services every semester. They must come to the Disabilities Services office during the first week of classes to fill out a request for referral to faculty, and review policies and procedures of the Disabilities Services Office.

**Disabilities Services Contacts:**

**Testing Accommodations and Assistive Technology for Testing:** Professor Barbara Scovotti, Counselor/Coordinator of Accommodations, (914) 606-8585, Barbara.Scovotti@sunywcc.edu

**Learning Disabled Counseling, Alternate Formatted Textbooks and Assistive Technology Loans:** Professor Sharon Massey, Counselor/Learning Disabilities Specialist, (914) 606-6626, Sharon.Massey@sunywcc.edu

**Emotional Disabilities, Other Special Arrangements as Needed Due to Medical Conditions:** Professor Marcia Kalkut, Counselor/Coordinator (914) 606-6552, Marcia.Kalkut@sunywcc.edu

**Autism Spectrum specialized counseling:** Professor Theresa Revans-McMenimon, Counselor for Students with Autism, (914) 606-6336, Theresa.Revans-McMenimon@sunywcc.edu

**Hearing, Visual, and Physical Disabilities specialized counseling:** Professor Angeliki Parashis, Counselor for Deaf, Hard of Hearing, Visually Impaired and Physical Disabilities (914) 606-6236, Angeliki.Parashis@sunywcc.edu