Westchester Community College Disability Services

Presented by:
Renee Balotti – Coordinator of Accommodations for Students with Disabilities
Theresa Revans- McMenimon- Counselor for Students on the Autism Spectrum
About us

• The Disability Services Office (DSO) offers reasonable accommodations to students with a documented disability who are registered for classes at WCC and have approved disability documentation on file with the Disability Services Office.

• Located in the Library Building, Ground Floor, Room G51

• Disability.services@sunywcc.edu
## Disability services Staff

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<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
<th>Phone</th>
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<td>Counselor/Coordinator of Disability Services</td>
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<tr>
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<td>Counselor for Students with Disabilities</td>
<td>Lib. G51</td>
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<td>Professor Angeliki Parashis</td>
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<td>606-6236</td>
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Disability Laws

• The laws governing accommodations varies from high school to college.

• In high school, disclosure is done for the student by school district personnel through an IEP or 504 plan

• In college, disclosure is done by the student who chooses to self-identify. The DSO verifies testing accommodations. In addition, a student may not be asked if they have a disability or the nature of their disability.
DISCLOSURE

The Disability Services Office fully supports students developing their own self-advocacy skills.

Westchester Community College abides by all guidelines of the Americans with Disabilities Act (ADA). College students are required to self-disclose under the ADA and submit disability documentation to the DSO.
Confidentiality and FERPA

Professors please know that any or all Disability documentation is maintained in the Disability Services Office. This information is confidential. Further disclosure cannot occur without the written consent of the student in compliance with FERPA guidelines.
FERPA

- The Family Educational Rights and Privacy Act (FERPA) is a U.S. Federal law that protects the privacy of student education records (www.ed.gov/ferpa). FERPA protects the education records of students who are currently enrolled or formerly enrolled regardless of their age or status with regard to parental dependency.

- Students must submit to the Registrar’s Office a signed and notarized FERPA form indicating the specific individuals they are giving consent to inquire about their educational records and status.

- If a faculty member receives a phone call from a parent or other outside individual regarding a student, the faculty member may not provide information if a valid FERPA form is not on file. If the faculty member logs onto PeopleSoft under the student’s name, the faculty member can then click on the positive service indicator (red star). A screen will then pop up that will detail if a FERPA form has been signed and to whom consent was granted.
Procedures to request Testing accommodations

Students are strongly advised to register for accommodations **EACH SEMESTER**. Accommodations do not carry over from one semester to the next.

Registration for accommodations in the Disability Services Office (DSO) begins the first week of the semester.
PROCEDURE TO REQUEST TESTING ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Disability Services Office (DSO)
LIB 251 – 914.866.6287

You, the student, are required to sign up for services in the DSO EACH semester to notify current professors of accommodations. Accommodations do not carry over from one semester to the next.

It is advisable to come in the first week of classes so that accommodations are in place throughout the semester.

Step 1:
Fill out a Request for Referrals (YELLOW SHEET) in the DSO EACH semester.

- If you are taking ONLY Online, off campus or evening classes, you can access this form on the SUNY WCC website under Student Life → Disability Services → Policies and Procedures for Students with Disabilities → Request for Referrals to Faculty and for Modifications in Testing FOR ONLY online, evening and off campus courses
  - Students will receive a verification email on the next business day from the DSO verifying receipt of their request.
  - Once documentation has been confirmed, DSO will send an e-mail to the professor and student verifying that the student is entitled to testing accommodations. A copy of this procedure sheet will be attached.

Step 2
Return to the DSO to pick up Referral to Faculty Letters (GREEN SHEETS), sign them, and give to your professors either before or after class. Choose a convenient time to discuss these accommodations with your professors.

Step 3: (If testing in the DSO)

- Student: Pick up Request for Testing Accommodations form (BLUE SHEET) to schedule your test with the Disability Services Office at least three days in advance or as soon as your professor announces the date of your test.
- Professor: Complete your section of the Request for Testing Accommodations form (BLUE SHEET) and return to student.
- Student: Bring completed Request for Testing Accommodations form (BLUE SHEET) back to the DSO prior to scheduled test date/time.

TESTING ACCOMMODATIONS FOR FINAL EXAMS

Students and Professors will receive instructions and forms via their WCC email approximately 3 weeks before final exams week.

Please contact DisabilityServices@sunywcc.edu with any questions or concerns

*As per the WCC policy, ALL email correspondence will be via SUNYWCC accounts.*
Step 1:

Students must fill out a **YELLOW SHEET** (Request for Referrals) EVERY semester. By completing and signing the yellow sheet, the student has made the decision to access their testing accommodation rights for that semester.

Students taking ONLY Online Classes can access this form on the SUNYWCC.edu website under Disabilities Services, Policies and Procedures for Students with Disabilities. Students will receive a verification email on the next business day by the DSO verifying receipt of their request.
REQUEST FOR REFERRALS TO FACULTY
and MODIFICATIONS IN TESTING

***PRINT CLEARLY. FILL OUT ALL INFORMATION BELOW.
UPDATE ANY INFO CHANGES DURING THE SEMESTER.

DATE: ___________________________ SEMESTER: 2019/2019

NAME: ________________________________________________

PHONE: (CELL) ____________________ (HOME) ____________________

STUDENT IDS: ___________________ BIRTH DATE: _________________

Please check all that apply:

☐ I am taking classes on the Valhalla campus
☐ I am taking online classes
☐ I am taking evening classes (after 5pm)
☐ I am taking off-campus classes

By completing and signing this form, I have made the decision to exercise my rights to testing accommodations this semester.

In doing so, I authorize the Disabilities Services Office to communicate with my professors and other college personnel to ensure I receive the appropriate services.

I have received Procedures to Request Testing Accommodations/DSO Testing Policy (Gold Sheet).

Student’s Signature ________________________________________

________________________________________________________________________________

Please do not write below this line. DSO staff use only!

Green Sheet picked up (DSO staff initials) ____________________ (date)

E-mailed Green Sheets (DSO staff initials) ____________________ (date)
Step 2:

Students Return to the Disability Services Office the following week to pick up their GREEN SHEETS (Referral to Faculty letters).

These sheets must be signed by the student and handed to the professor. This serves as the official disclosure of the students rights to accommodations under the ADA.

Professors keep the green sheets for their records.

*** Green sheets will be emailed to professors’ WCC email address for on-line, off campus, and evening classes.
Frequently requested ACCOMMODATIONS

• Extended time of 1.5 on class quizzes, tests, midterms and final exams
• Distraction reduced setting. The decision for venue (classroom, faculty office, DSO) should be made between the professor and the student

***Professors please note: A Distraction reduced location and extended time are the minimum accommodations. These must be met in accordance with ADA requirements. Therefore, students who agree to test in a location other than DSO, must be provided with a DISTRACTION REDUCED LOCATION FOR THE ENTIRE LENGTH OF THE EXAM, NOT ONLY FOR THE EXTRA EXTENDED TIME PERIOD.
REFER TO FACULTY

Student:
Semester:

Please be advised that the above student has filed disability documentation and is entitled to services and “reasonable accommodations” according to Section 504 of the Rehabilitation Act of 1973, the ADA of 1990 and the ADA A.A. of 2008. This referral serves as an introduction for the student to discuss their individual needs with you. This is confidential information and should not be shared or discussed in front of the class. The accommodations which are recommended for this student include, but are not limited to, those listed below:

EXTENDED TIME

- Extended time is usually based on “time and a half” on class tests, midterms, and final exams.

DISTRACTION REDUCED LOCATION FOR TESTING:

- We encourage professors to work with students to meet special needs. The decision for testing location (classroom, faculty office, Disability Services Office) should be made between the professor and the student. Students who test in a location other than the DSO must be provided with a distraction reduced location for the entire length of the exam, not only for the extended time period.

- If a test needs to be proctored in the Disability Services Office this student should make arrangements with us in person three days in advance by obtaining a Request for Testing Accommodations (blue sheet) for you to complete with testing information and your signature. The student then returns the signed form to our office.

Please contact us if you have questions or concerns.

Student’s Signature: __________________________

Disability Services
Library 631
Disability-services@sunywcc.edu
(914) 696-6287

PROCEDURE TO REQUEST TESTING ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Disability Services Office (DSO)
LIB 651 - 914-696-6287

You, the student, are required to sign up for services in the DSO EACH semester to notify current professors of accommodations. Accommodations do not carry over from one semester to the next.

It is advisable to come in the first week of classes so that accommodations are in place throughout the semester.

Step 1:

Fill out a Request for Referrals (YELLOW SHEET) in the DSO EACH semester.

- If you are taking ONLY online, off campus or evening classes, you can access this form on the SUNYWCC website under Student Life → Disability Services → Policies and Procedures for Students with Disabilities → Request for Referrals to Faculty and for Modifications in Testing FOR ONLY online, evening and off campus courses
  - Students will receive a verification email on the next business day from the DSO verifying receipt of their request.
  - Once documentation has been confirmed, DSO will send an e-mail to the professor and student verifying that the student is entitled to testing accommodations. A copy of this procedure sheet will be attached.

Step 2:

Return to the DSO to pick up Faculty Letters (GREEN SHEETS), sign them, and give to your professors either before or after class. Choose a convenient time to discuss these accommodations with your professors.

Step 3: (Testing in the DSO)

- Student: Pick up Request for Testing Accommodations form (BLUE SHEET) to schedule your test with the Disability Services Office at least three days in advance or as soon as your professor announces the date of your test.
- Professor: Complete your section of the Request for Testing Accommodations form (BLUE SHEET) and return to student.
- Student: Bring completed Request for Testing Accommodations form (BLUE SHEET) back to the DSO prior to scheduled test date/time.

TESTING ACCOMMODATIONS FOR FINAL EXAMS

Students and Professors will receive instructions and forms via their WCC email approximately 3 weeks before final exams week.

Please contact Disability.Services@sunywcc.edu with any questions or concerns.

*As per the WCC policy, ALL email correspondence will be via SUNYWCC accounts.*
Step 3: If testing in the DSO

Students requesting to take an exam in the DSO need to follow these steps:

1. Student obtains a BLUE SHEET (Request for Accommodations) from the DSO to schedule a testing appointment at least 3 days in advance.

2. Professors complete and sign the Blue Sheet

3. The Blue Sheet and Exam must be returned to the DSO prior to the students' scheduled test date and time.

**If there is a scheduling conflict, written professor approval is required regarding the rescheduled date and time.**
Student __________________________ Course __________________________
Professor __________________________ Exam date/time in class __________________________

**Due to a scheduling conflict, Alternate Test Date/Time Requested __________________________

Modification(s) requested: _______ Extended time for testing/Alternate location – LIBRARY G51

Students are responsible for making these arrangements at least 5 days in advance and returning the form to the Disability Services Office.

Student must arrive at the designated day and time of scheduled exam as indicated on this sheet. If he/she is late for an exam, this time will be deducted from the total testing time unless otherwise indicated in writing by professor. If the test needs to be rescheduled for any reason, the professor must give the Disability Services office their written approval.

PROFESSORS: Please complete and sign this form:

1. Amount of class time allowed for exam ________

Amount of extended time allowed for exam ________ (Reasonable accommodation is usually based on time and 1/6)

2. Additional accommodations (Professor INITIAL all that apply)

   ___ Text ___ Notes ___ Calculator ___ Formula Sheet

   ____ Other (please specify) ____

3. Delivery:
   ___ Professor will deliver exam (LIB G51; M-F, 9am-4pm)
   ___ Professor will email exam (Disability Services@sunywcc.edu)
   ___ Professor will fax exam: (914-606-7893)
   ___ Student will deliver exam (in sealed and signed envelope) (LIB G51; M-F, 9am-4pm)

4. Return:
   ___ Professor will pick up exam (LIB G51; M-F, 9am-4pm), __________________ (Initial)
   ___ Student will return exam (in sealed and signed envelope) to __________ (location) by __________ (deadline)

   Note: Accommodations provided by the professors within the class structure are the most desirable and least disruptive. We encourage professors to work with students to meet special needs.

5. Professor’s signature __________________________ Phone: ______________

   Date: ____________________
Accommodation forms are available to students registered for the current semester. Forms can be found in the DSO, MYWCC Faculty Portal, and are e-mailed to students, faculty, and staff. If a student needs special accommodations for final exams, please notify: disability.services@sunywcc.edu
FINAL ASSESSMENT ACCOMMODATIONS REQUEST FORM
FOR STUDENTS REGISTERED WITH DISABILITY SERVICES OFFICE

Professors:
Attach completed request form to front of envelope containing EXAM
Two part exams must have separate forms & envelopes
SUBMIT TO SCHOOL OFFICE BEFORE: DATE
"STUDENTS NOT PERMITTED TO DELIVER OR RETURN EXAMS"

Student: ___________________________ Course: ___________________________
Professor: ___________________________ IN-Class Exam date _______ time _______
STUDENT EXAM date _______ time _______
All Exams must begin before 1pm & be finished by 4pm
This envelope contains: □ PT1 OR □ PT2 of this exam UNLESS □ Same Exam Day PT1 & PT2

ADDITIONAL ACCOMMODATIONS:
Professor or INITIAL all that apply:
□ Notes □ Text □ Calculator □ Dictionary

Other (specify) ___________________________

Time Class is PERMITTED: ________ Student is PERMITTED: □ x 1.5 □ x 2 □ Unlimited TO 4pm

RETURN OPTIONS
Check desired pick-up location:
□ LIB G-51 (by 4pm) □ CLA 201 □ TECH 106 □ AAB 509 □ SCI 252

*On Friday, Dec. 21st, all exams left with the Disability Services Office will be delivered to the assigned school office by 4pm

Student Signature ____________________________________ BEST Contact #: (____) ______ - ______
Professor Signature ____________________________________ BEST Contact #: (____) ______ - ______

Exam changes? E-mail Disability.Services@wvunywc.edu

For Disability Services Office use ONLY:
Checked: ______ Date: _____ Entered: ______ Date: ______ Filed: ______ Date: ______
Ways to help students succeed in the classroom

We just provided a brief overview of the procedures of the Disability Services Office, now we would like to turn our attention to how to assist our students on the road to success with Universal Design for Learning (UDL) and other accommodations.

What is UDL

https://youtu.be/p-lQbZkVvWs

Support and training for faculty and staff, technical advisement from DSO staff
Other accommodations

Audio recording of lectures
Copy of notes
Sign language interpreters
Aides and assistants in the classrooms
Assistive technology (Kurzweil, Dragon Naturally Speaking, CCTV, Braille translator and printer)
Accessible desks and chairs in classrooms
Alternate format textbooks
Readers/Scribes
Special programs on campus, College Steps, Lab School, etc.