



Learning Support Services (LSS)
734-973-3342
Crane Liberal Arts and Sciences
(LA 104)

Faculty Quick Guide:

UNDERSTANDING DISABILITY SERVICES

Section 504 of the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (Title II), and the ADA Amendments Act of 2008 prohibit discrimination on the basis of disability. Post-secondary institutions must provide equal access to programs and services. This is done by providing reasonable accommodations to students with disabilities.

Accommodations due to disability

Various accommodations are provided to students as determined on an Individual basis by LSS. Ensure you have a letter from LSS given to you by the student for any accommodation request.

All disability related information is protected under FERPA. Accommodation letters are private, official, disability related documents that must be kept, secure, confidential and shared only on a need to know basis under FERPA guidelines.

Please ensure that your updated contact information is available and return calls from LSS within 24 hours. Delay may be considered denial so your timely response is crucial in administering accommodations.

Recommended Syllabus Statement

"If you have a documented disability and wish to discuss disability accommodations and other learning needs, please contact me as soon as possible and contact LSS in LA 104 (734-973-3342)."

When contacted, by the student, then refer the student to LSS to review documentation and approve accommodations.

Testing Accommodations in LSS

- LSS staff can pick up and deliver tests per your Instructions. Tests can be accepted via email
- Any changes to test dates will need instructor approval if the request is after the test deadline
- Please work with the test proctor (734-973-3342) in sending and delivering tests.

See website for forms and directions:

http://www.wcnet.edu/resources/learningassistance/learningsupport/disabilitysupportservices/testtaking_faculty/

Recruitment of Note takers

- Please assist in the recruitment of note takers by making an announcement in your class if you receive a form with the accommodation letter from a student.
- Do not identify the student receiving the notes.
- When the note taker is hired they will be directed to let you know that they have the assignment.
- Note takers are paid but may work as volunteers.

Accessibility

The ADA (Section 508) requires that electronic content be accessible, including emerging technology. Accessibility should be considered in the development of or reference to materials for students.

Information should be effectively and equally available to all students, including students with disabilities.

See Guidelines: Blackboard-TLC-Computer Training-Electronic Accessibility (ADA)

Universal Design for Learning (UDL)

should be eliminated at the onset to maximize the number of students who will benefit. Designing curriculum and instruction for diverse students with UDL to enhance the classroom environment requires less retrofitting and adaptations by instructors.

WCC Resources for Mental Health Concerns

Student mental health is not just a disability issue but a campus-wide public health issue.

Mental Health includes wellness.

1. Potential harm to others – contact Security
2. Potential harm to self – contact Counseling at 734-677-5102, 2nd Floor Student Center Building
 - Counseling will meet with student, do an assessment, follow the College’s process for response and follow-up with the student
 - Adjustment issues – Counseling staff will meet with student on a short-term basis
 - Community referrals are done as needed

WCC Counseling will collaborate with other departments to provide support services, including Division Counselors.

**Questions or concerns regarding disability services or accommodations
should be directed to:**

Learning Support Services – LA 104

734-973-3342

Hours: Monday, Wednesday, Thursday, Friday, 8 AM – 5 PM

Tuesday 8 AM – 6 PM

<http://www.wccnet.edu/resources/learningassistance/learningsupport/disabilitysupportservices/>

References:

American Council on Education: Accommodating Student Veterans with Traumatic Brain Injury and Post-traumatic Stress Disorder: Tips for Campus Faculty and Staff

[Accommodating Student Veterans](#)

Faculty Reference Guides: Ohio State University

[OSU Faculty Guides](#)

University of Washington (UW): “Do-It”

[University of Washington Universal Design](#)

Emergencies should be directed to Campus Safety and Security 734-973-3411 (from campus phone - dial 3411)