

SERVICES AND STUDENT RESPONSIBILITIES – ACADEMIC ADVISING AND ACCOMMODATION SERVICES

Academic Advising is arranged by appointment. Call 734-973-3342.

Setting Up Accommodations

- All students seeking accommodations must disclose the presence of and provide written documentation of a disability. A copy of the record is retained and becomes the property of the college. The requested accommodations must be supported by the documentation. If the documentation that you provide is not sufficient to assess disability and accommodation need(s), *(current medical or other diagnostic documentation is usually considered within three (3) years)* you may be asked to submit additional information before accommodations will be provided.
- Contact LSS in LA 104 for an appointment with a Program Specialist or call 734-973-3342.
- Each semester complete an intake form and set up accommodations with a Program Specialist by reviewing your accommodation request and needs, goals, assessment results, and academic progress. Accommodations are not retroactive.
- The Program Specialist prepares a letter confirming accommodations. Students are responsible to notify their instructors of the need for accommodations by giving this letter to each instructor for each class.

At least two weeks' notice is required to ensure that the service can be arranged. While you may request specific accommodations, colleges may offer alternative accommodations as long as they are effective. That is why it is important to meet with the Program Specialist to discuss your needs and goals in advance.

Student Responsibilities for Academic Adjustments (Temporary Conditions)

- Dates when the condition impacts academic functioning must be provided in medical or psychological documentation.
- Student must follow the same procedures as requesting accommodations due to a disability (permanent condition).
- If the condition is related to pregnancy, student must also register with Ombudsman Services (Student Center Bldg. SC 275) See:
<http://www.wccnet.edu/services/ombudsman/> or call 734-973-3328 for further assistance.

Entry/Assessment Testing

Prior to taking the test student must:

- Request accommodations by completing an Intake Form and discussing any specific needs or changes with a Program Specialist.
- After accommodations are determined, call 734-973-3342 to schedule a time to take the test. Tests are scheduled according to availability of proctors and space.

Classroom and Test Accommodations

(e.g., interpreters, note takers, extended times for tests, equipment)

- Tests must be scheduled in advance and students are responsible for making arrangements with the instructor for delivery of tests. Cancellation or rescheduling of tests needs to be done in a timely manner. Requests of less than two (2) weeks can result in the accommodations not being available by a specific date. Extensions for test deadlines must be arranged by the student with the approval of the instructor.

Student Responsibilities Using Accommodations:

- Immediately notify LSS staff of any changes in using a service, (e.g., cancellation, withdrawing from a class, room number changes, need to reschedule or cancel a test you have set up in LSS, etc.).
- Sign language services require cancellation of at least a 24 hour notice before class. If notification of absence is not received or there are last minute cancellations, except for sudden illness, student confirmation may be required each time the service is needed.
- If instructors provide power point presentations, class or lecture notes via Blackboard, the student is expected to inform LSS or the note taker that this is available and utilize this resource. Note takers will supplement this information.
- Immediately notify LSS (734-973-3342) if a service provider (interpreter, note taker) does not show at a scheduled time.
- A signed "Release of Information" from LSS will be necessary to give information to third parties, (e.g., parents, guardian, spouse, and other agencies).
- It is recommended that students investigate and use all resources including vocational rehabilitation services (Michigan Rehabilitation Services), Learning Ally for digital books, etc.

Learning Disability Assessment: Please contact the office at 734-973-3342.

Technology: A variety of resources are available to assist with reading and writing functions, (e.g., screenreaders, print enlargers, scanning and reading text aloud (Kurzweil), computer software programs using voice input for writing (Dragon Dictate) systems).

Tutoring: LSS provides tutoring for all enrolled students on a drop-in basis. Sessions have time limits. If additional time is needed for sessions, please meet with a Program Specialist to set up the approved accommodation.

If you experience any problem(s) with service(s), please notify a Program Specialist and/or the LSS Director. Appeals about LSS policies or procedures or questions/concerns not resolved with LSS staff should be discussed informally by means of a meeting with the Director of Learning Support Services. If the complaint cannot be resolved with the Director, the complaint should be filed in accordance with Student Complaint Procedures (Board of Trustees Policy Manual, Section 4095: Student Rights and Responsibilities).

CAMPUS SAFETY & SECURITY: 734-973-3411 or <http://sites.wccnet.edu/publicsafety/>

Emergency Evacuation:

- See the Campus Safety & Security webpage. Evacu-Trac chairs (used to transport persons on stairs who are unable to walk) are available in all buildings that have multiple levels.