



# Disability Services Student Handbook

2011/2012

This handbook is available on-line at [www.csc.edu/disability](http://www.csc.edu/disability)  
Available in alternate formats upon request.



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## Student Life

Disability Services  
Eibling Hall, Room 101  
614/287-5089

Dear Student:

I want to welcome you to Columbus State Community College, Disability Services. Getting registered with our department is an important step in your educational process and we are ready to assist you. Disability Services staff is here to provide accommodations and support services that allow you to participate fully in all aspects of your educational experience at Columbus State.

We hope that you will use this handbook as a helpful resource when utilizing Disability Services. You may also visit the Disability Services website ([csc.edu/disability](http://csc.edu/disability)) for more information on our services and activities. Updated contact info, hours of operation and walk-in times can also be found.

We are excited you chose CSCC and look forward to working with you as you pursue your educational goals!

Best Wishes,

Tiffany McClain,  
Interim Director  
Disability Services

## Disability Services Contact Information

<u><b>Mailing Address</b></u> Disability Services 550 E. Spring Street Columbus, OH 43216	<u><b>Intake Phone Numbers</b></u> 614/287-2570 Main Desk 614/287-6054 Fax
<u><b>Location</b></u> Eibling Hall Room 101	<u><b>Testing Desk</b></u> 614/287-5089 disability@csc.edu

### Hours of Operation

#### Testing

Monday-Thursday	8:00am- 7:00pm
Friday	9:00am- 5:00pm

#### Advising

By Appointment	Monday through Friday	8:00am- 4:00pm
Walk In	Monday and Wednesday	8:00am- 4:00pm

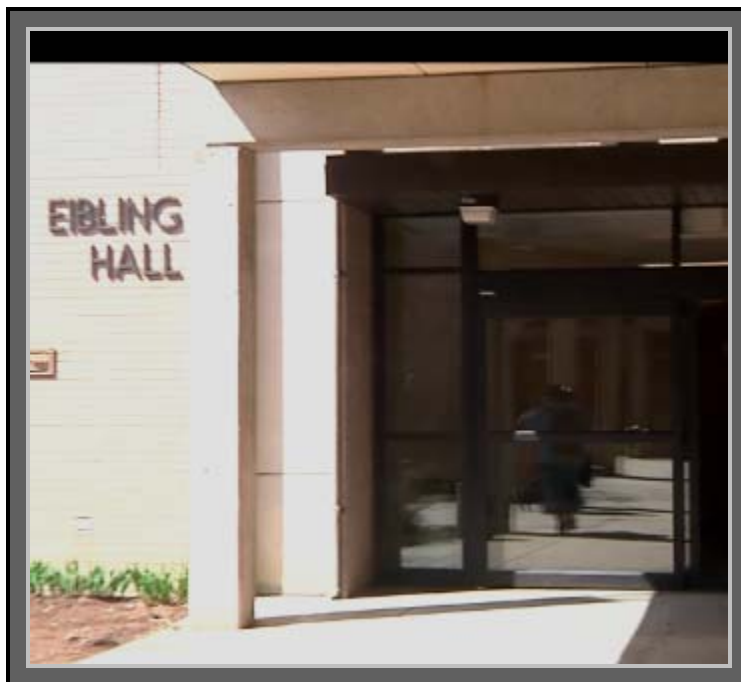
### Staff Contact Information

<u>Staff</u>	<u>Title</u>	<u>E-mail Address</u>
Tiffany McClain	Interim Director	<a href="mailto:tmccain@csc.edu">tmccain@csc.edu</a>
Darla Van Horn	Office Associate	<a href="mailto:dvanhorn@csc.edu">dvanhorn@csc.edu</a>
Marie Potts	Advisor	<a href="mailto:mpotts1@csc.edu">mpotts1@csc.edu</a>
Chris Keck	Advisor	<a href="mailto:ckeck2@csc.edu">ckeck2@csc.edu</a>
Alissa Price	Alternate Media	<a href="mailto:aprice16@csc.edu">aprice16@csc.edu</a>
Sheryl Killen	Supervisor of Interpreting/Captioning	<a href="mailto:skillen@csc.edu">skillen@csc.edu</a>
Jill Anderson	Interpreter	<a href="mailto:jander01@csc.edu">jander01@csc.edu</a>
Marla Crouch	Interpreter	<a href="mailto:mcrouch@csc.edu">mcrouch@csc.edu</a>
Jerri Heine	Interpreter	<a href="mailto:jheine@csc.edu">jheine@csc.edu</a>
Lori Trent	Interpreter	<a href="mailto:ltrent2@csc.edu">ltrent2@csc.edu</a>



## Disability Services Mission:

Providing a quality higher education experience to a diverse student population is embedded in the philosophy of Columbus State. We recognize disability as an aspect of diversity that is integral to society and to the campus community. To this end, Disability Services collaborates with students, faculty, staff and community members to create usable, equitable, inclusive and sustainable environments. We promote and facilitate awareness and full access through training, partnerships, innovative programs and accommodations.



## Intake Procedures

**To officially register with Disability Services, a current CSCC student or prospective student must:**

- Submit documentation of your disability for review by a Disability Services Advisor. You may submit the paperwork via fax, mail, or drop off in person to the Disability Services office. Information regarding documentation criteria is available on the Disability Services website.
- Check your Columbus State email for notification from your assigned DS Advisor that your documentation is acceptable.
  - If your documentation is sufficient, you are now eligible to schedule your **Intake Interview** appointment. Please note that if your documentation is insufficient, the email will inform you of other information that needs to be submitted before you can register for services.
- Meet with your assigned DS Advisor for an Intake Interview and complete an Application for Services. This may take about an hour. During this meeting, you and the DS Advisor will discuss your disability and how it impacts your learning in the classroom. You will also discuss and learn how to utilize approved services and accommodations.

(Please note: Students attending the Delaware campus can schedule a webcam Intake Interview. Please speak with the contacting DS Advisor to make this request.)

**Disability Services can also provide services and accommodations for the following special circumstances:**

- **Temporary Services:**

Students that need services on a temporary basis (e.g. due to injury or accident, or a condition that is not expected to last over the course of the quarter) may also register for services by following the registration procedures as stated above.

- **COMPASS/ ASSET Testing Accommodations:**

CSCC's COMPASS Placement Test can be administered by Disability Services **if you need to have an audio version of the test due to disability**. In order to be approved, the student will need to contact a Disability Services Advisor to discuss all options for taking the test and to arrange a meeting to review the disability documentation for approval of the audio format accommodation.

## QUESTIONS?

Students may visit Disability Services during walk in hours to discuss the procedure for registering with the office. Students may also contact our office to schedule an appointment to discuss available options with a Disability Services Advisor. The dates for scheduled appointments and walk-ins are listed below.

### Advising/Intake Contact Info

614/287-2570 Main Desk

614/287-6054 Fax

By Appointment	Monday <b>through</b> Friday	8:00am- 4:00pm
Walk In	Monday <b>and</b> Wednesday	8:00am- 4:00pm

## Confidentiality and Release of Information

- Columbus State Community College Disability Services follows the required government mandates regarding the confidential treatment of documentation pertaining to a student's disability. Documentation received by Disability Services regarding a student's disability is used to determine eligibility and appropriate accommodations for the student while they are enrolled at Columbus State Community College.
- Documentation relating to a student's disability is properly secured within Disability Services for the quarter the student is first enrolled. At the end of the quarter, the documentation is scanned and stored at a secured records center. Documentation will be stored at the secured facility for 5 years from the date it was first stored or the date the student is no longer enrolled in classes, after which it is destroyed. Only Columbus State Disability Services staff or appropriate officials at the college may have access to the student information.
- All documentation received becomes a part of the student's file and is governed by not only the College's Policies and Procedures, the Americans with Disabilities Act (ADA) and ADA Amendments Act (ADAAA), but also the Family Educational Rights and Privacy Act of 1974 (FERPA). A student's disability documentation or information will be released only after a student has signed, a "Release of Information" form, which lists the specific individual or entity to be permitted access to the documentation or information.
- A student may receive copies of his/her own documentation upon request, in person, by providing valid photo identification.

## Disability Services Testing Procedures

1. Students registered for testing accommodations have three testing options:
  - Take exams with the class
  - Take exams with accommodations arranged by instructor
  - Take exams at DS testing center
2. All tests must be scheduled at least two days in advance and should be taken at the same time your class is taking the exam unless other arrangements have been approved by the instructor.
3. Tests can be scheduled in-person, by phone (614/287-5089) or by email ([disability@csc.edu](mailto:disability@csc.edu)).
4. Due to space constraints, DS encourages students to schedule for final exams as soon as possible.
5. NO unscheduled /walk-in tests permitted without appropriate DS staff approval.
6. If you need to reschedule your test past the deadline, the change must be approved by your instructor.
7. Students are responsible for contacting DS if they need to cancel an appointment or have withdrawn from the class.
8. When scheduling students must provide:
  - date and time they want to schedule
  - their name
  - course name
  - test number
  - instructor name
  - accommodations requested
9. Tests will be scheduled and started no later than **two hours** prior to closing. Monday- Thursday cut-off is 5:00p.m.; Friday cut-off is 3:00p.m.

10. No food, beverages, gum chewing or chewing tobacco are permitted in the room unless it is an approved accommodation.
11. No children are permitted in the testing room/computer lab and should not be left unattended.
12. Book bags/class materials must be placed outside the testing room in the lockers in the resource center. Purses are to be closed and placed under the table in the testing room away from easy reach. **Disability Services will not be responsible for lost or stolen items.**
13. ID may be required in order to start a test.
14. Students are expected to be ON TIME for testing appointments. If late, students may be asked to re-schedule for a later time or date.
15. Students are responsible for their own personal testing materials. This includes pen, pencils calculators, erasers, etc.
16. In order to take a restroom break, students must check in and out with desk staff. Students may not leave the building or go out to smoke.
17. Testing areas are video monitored and DS staff may enter testing rooms at any time to perform a random integrity check.
18. **Cell phones must be turned off. If a cell phone rings during the test, the test will be stopped and the exam will be returned to the instructor. It is then the student's responsibility to contact their instructor to reschedule.**
19. If a student is found to be cheating, the test will be stopped. All items the student was using will be taken and sent to the instructor with the test. Disability Services will include an explanation to the instructor and fill out an incident report for Kellie Brennan in the Office of Student Life. The instructor will then determine the course of action to take regarding academic misconduct (CSCC Academic & Behavioral Misconduct Policy no. 7-10, procedure E). The above policy can be found in your CSCC student handbook.

## Alternate Media Textbook (E-text) Guidelines

In Order to Receive E-Texts the Student Must:

- 1) **Complete Intake Interview with a Disability Services Advisor**
  - Your advisor will review your documentation and discuss whether having your course materials converted into alternate media will assist you with your course work.
- 2) **Schedule CSCC Courses**
- 3) **Request alternate media as soon as you have scheduled your classes by:**
  - Bringing in a copy of your schedule
  - Filling out a student agreement form
- 4) **Attend Training on the Use of E-Text**
  - Please call 614.287.5910 to make an appointment with an alternate media staff member once you have been approved for services and submitted your schedule.
- 5) **Buy Required Textbooks for Your Class**
- 6) **Bring in Textbook Proof of Purchase (receipt or book itself) and your Flash Drive.**

**\*\*Please note: Requests can take up to 5/X weeks to fulfill.\*\***

Important facts for students to know:

1. The student must notify Disability Services of ANY changes; including cancellation of a textbook or withdrawal from a course.
2. It is the student's responsibility to check with Disability Services periodically to see if materials are ready for distribution. DS will not call when texts are ready.
3. Advance notice is extremely important to provide efficient services.
4. If you need other materials such as syllabi, handouts, etc. in alternate format, please provide copies to an alternate media representative. This process may take a few days.

Disability Services

Eibling Hall 101

Resource Center Desk (614)287-5089

Alternate Media (614)287-5910

## Interpreting and Captioning Services Guidelines

**In Order to Receive Interpreting and Captioning Services in the Classroom the Student Must:**

- **Complete Intake Interview with a Disability Services Advisor**  
Your advisor will review your documentation and discuss whether having your course materials converted into alternate media will assist you with your course work.
  
- **Schedule CSCC Courses**  
As soon as you have scheduled classes you will need to:
  - Submit a copy of your schedule
  - Request services at least 2 weeks prior to the quarter start date

Please call 614.429.1224 (video phone) or email [skillen@csc.edu](mailto:skillen@csc.edu) to make an appointment with the Supervisor of Interpreting and Captioning Services once you have been approved for services and registered for classes.

- **Meet with the Supervisor of Interpreting and Captioning Services**
  - Discuss policies and procedures for using services
  - Sign a copy of policies and procedures for services

**\*\*Please note: Requests can take up to SIX weeks to fulfill.\*\***

**Important facts for students to know:**

1. The student must notify the Supervisor of Interpreting and Captioning Services of ANY changes including: absences (planned or last minute), class location changes, service cancellation or withdrawal from a course.
2. Advance notice is extremely important to provide efficient services, please stay in contact with the Supervisor of Interpreting and Captioning Services.
3. If you need interpreting or captioning services for other campus activities and events please complete our online Interpreter/Captionist request form at:  
<http://csc.edu/disability>
4. The process requires a 3 business day notification.

## **Counseling Services**

CSCC offers short-term counseling for each student at no cost. If students choose to pursue personal counseling for a longer period of time, our staff can work with the student to refer them to a provider within the community.

Our counseling services are available to currently enrolled students only.

### **SERVICES**

Mental Health Counseling

Alcohol and Other Drug Counseling

Alcohol and Other Drug Prevention Services

Crisis Intervention

Consultation and Referral

Workshops and Training

### **Office Hours**

Monday, Wednesday and Thursday: 8:00am – 5:30pm

Tuesday: 8:00am – 6:00pm

Friday: 8:00am – 4:30pm

### **Location**

Aquinas 116

Phone: 614-287-2668

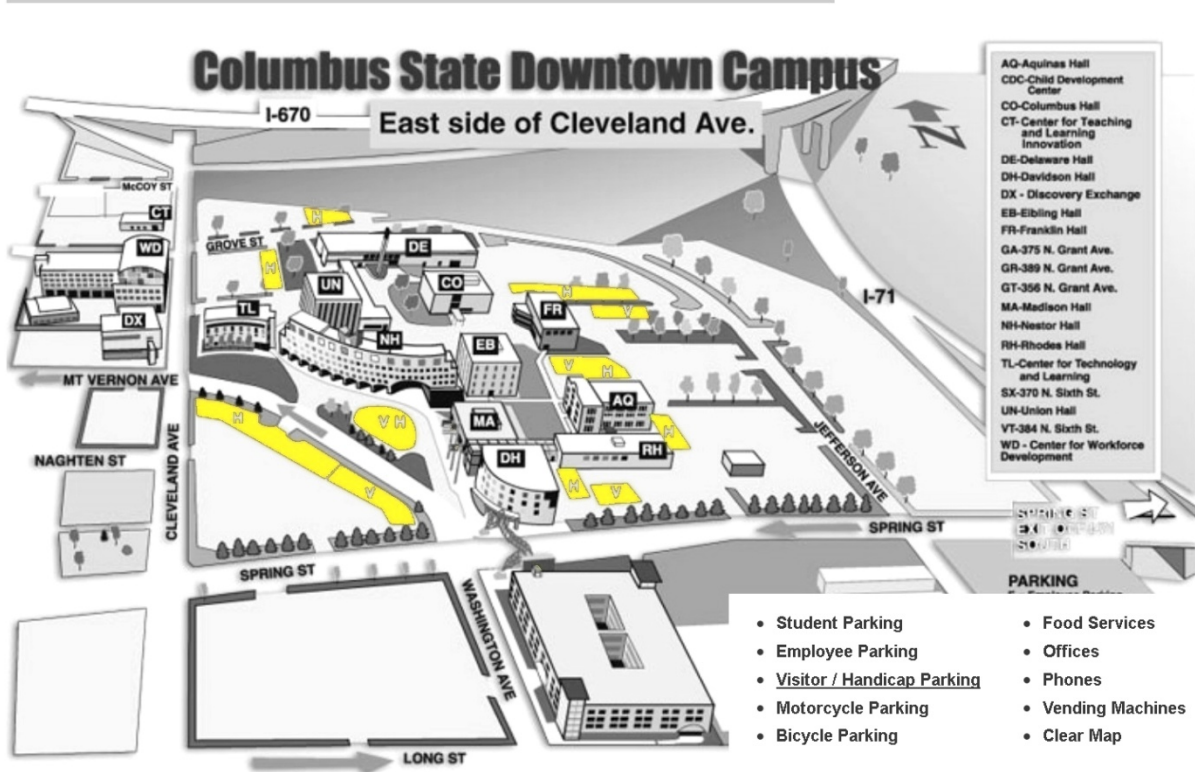
Fax: 614-287-6010

For more info:

<http://www2.csccl.edu/services/counseling/>

## Parking at CSCC

- Disability Services does not provide any transportation services.
- Contact COTA (Central Ohio Transit Authority) at [www.cota.com](http://www.cota.com) for transportation questions
- Handicap parking locations are shown below in yellow



# Assistive Technology

Assistive Technology software and hardware is available at most CSCC computer lab workstations.

<b>Columbus Campus</b>	<b>Room No.</b>
AQ (Aquinas Hall)	213, 214, 237
CO (Columbus Hall)	Educational Resource Center (Library)
DE (Delaware Hall)	109, 202, 209, 212, 214, 215
DH (Davidson Hall)	104, 107
EB (Eibling Hall)	202, 207
FR (Franklin Hall)	245, 310
NH (Nestor Hall)	213, 214, 215, 232
TL (Center for Technology and Learning)	114, 116
<b>Delaware Campus</b>	Learning Center, Testing Center
<b>Dublin Campus</b>	Lab 1, Lab 11, Testing Center
<b>Southeast Campus</b>	Lab 107, 108
<b>Westerville</b>	Lab 107, 108, 110, 206



## RESOURCES

- **Tutoring Services**  
Math Lab, Writing Center, Departmental Tutoring and more.....  
<http://www2.csc.c.edu/services/tutoring/>
  
- **Scholarship Information:**  
<http://www2.csc.c.edu/services/financial-aid/scholarships.shtml>
  
- **Cougar Edge (Developmental Education Option)**  
<http://www.csc.c.edu/workforce/CougarEdge.shtml>
  
- **CSCC Veteran Services Contact Info**  
Rhodes Hall, Room 143  
Phone (614) 287-2644  
Toll Free 1 (800) 621-6407  
FAX (614) 287-3985  
<http://www2.csc.c.edu/services/financial-aid/veterans/>
  
- **Chalmers P. Wylie VA Ambulatory Care Center**  
Chalmers P. Wylie VA Ambulatory Care Center (VA ACC) is a member of the Veterans Healthcare System of Ohio and serves Veterans from a 13-county area in central Ohio. The services offered provide veterans with a wide range of services and continuum of care that is accessible, cost-effective, and of high quality, and are delivered in an environment that celebrates diversity and values education and research. Services are provided at the main ambulatory care center in Columbus, Ohio, and four community based outpatient clinics located in Grove City, Marion, Newark, and Zanesville Ohio.  
  
Within Columbus calling area: (614) 257-5602  
Outside of the calling area: Toll-free 1-888-615-9448  
  
[www.columbus.va.gov/](http://www.columbus.va.gov/)

- **Rehabilitation Services Commission (BVR/BSVI)**

RSC is a state agency that partners with Ohioans with disabilities to achieve disability determination and/ or quality employment, through training, job placement, job coaching and job related accommodations independence through its 3 bureaus. They are:

- **Bureau of Services for the Visually Impaired (BSVI)** –provides rehabilitation services to Ohioans whose primary disability is blindness or other visual impairment.
  - 899 E. Broad St., Ste 201, Columbus, OH 43205
  - 614-466-4575
- **Bureau of Vocational Rehabilitation (BVR)** – provides rehabilitation services to individuals whose primary impairment is physical, emotional or mental.  
899 E. Broad St., Ste 201, Columbus, OH 43205
  - 614-466-4575
- **Bureau of Disability Determination (BDD)** – determines medical eligibility for Social Security disability benefits for Ohioans. The benefits include Social Security Disability Insurance (SSDI) and Supplemental Security Income (SSI) claims. Although BDD is part of RSC, it is federally regulated and receives 100 percent of its funding from the Social Security Administration. Whether filing for Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI), the process begins by contacting the SSA by:
  - Applying online at [ssa.gov](https://ssa.gov).
  - Calling 1. 800. 772. 1213 (TTY 1. 800. 325. 0778)
  - visiting your local Social Security office