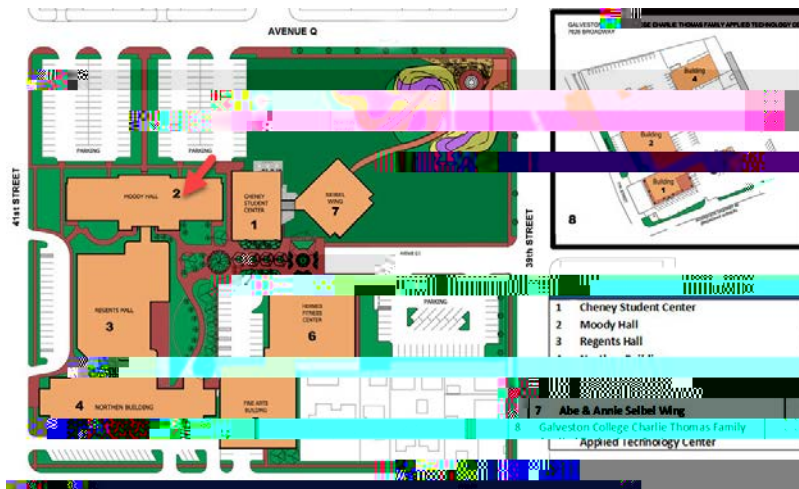




\$ F F H V V Services Office Contact Information

Where do I go to request \$ F F H V V Services at Galveston College?

The \$ F F H V V Services Offices located in the Counseling and Advising Center in Moody Hall (M-150). The \$ F F H V V Services Advisor is available to students on a walk-in basis. Check-in at the Counseling desk and ask to sit with the \$ F F H V V Services Advisor.



Counseling & Advisement Center

\$ F F H V V Services Advisor

Moody Hall room M-150

Phone: (409)944-1220

Fax (409)944-1501



What Are \$ F F H V V Services at Galveston College?

The \$ F F H V V Services Office strives to coordinate services that provide a supportive environment and promote educational success for students with learning differences. A variety of programs, services and related activities are redesigned to provide educational support to students who self-identify as having a disability.

The \$ F F H V V Services Advisor works with Galveston College students, faculty, staff and administrators to comply with state and federal regulations. The \$ F F H V V Services Advisor assists students who learn differently with academic adjustments and aids to provide equal access to the College.

The Galveston College \$ F F H V V Services Office provides students with assistance and information as required by Section 504 of the Rehabilitation Act of 1972 and the Americans with Disabilities Act of 1990.

What types of service are provided?

1. Pre-enrollment, advisement and course selection
2. Coordinate academic adjustments/auxiliary aids (with medical documentation)
3. Advocacy, support, crisis intervention, information and referral
4. Assist students with access to the following:
 - (a) Sign language interpreters, readers & scribes
 - (b) Alternative media and specialized programs such as JAWS, Magic, literacy and math software
 - (c) Assistive Technology (FM stereo systems, talking calculators, smart pens, etc.)

- 5. Liaison activities to facilitate academic adjustments
- 6. Information and assistance about the differences in procedures and disability laws as students transition from high school to college. Transition information may be found at the following links or in M-150:

- www.gc.edu Differences Between High School and College \$ F F H V V L E L O L W \
- www.gc.edu Services Requirements for College Success
- www.gc.edu College Transition Information

What services cannot be provided by the \$ F F H V V Services Office?

- 1. Form 5. n1Tj 1 0 0 1 6vtionitie1 6.stud8 (o)2 (r)5 (m40/Spaw 12S204 0 Tdt)-6 (h)-4 (e)]/Spa917

\$ F F H V V Services Registration Process

May I receive academic adjustments by self-disclosing my diagnosis to my instructor?

No. Self-disclosure of a diagnosis to an instructor will not register a student with

\$ F F H V V Services Law does not allow t

\$ F F H V V Services Guidelines and Information

What is the \$ F F H V V Services Registration Process for Dual-Credit Students?

The dual-credit program is offered in partnership with Galveston College. Enrolled students receive

\$ F F H V V Services Lines and Information

Required Documentation

What is documentation?

Documentation is paperwork from a health care professional that describes a diagnosis or disability, reports the tests that were used to make the diagnosis and other important information. Since the documentation must come from a health care provider, it also provides verification of an individual's disability. Medical documentation provides the information that is necessary for the \$ F F H V V Services staff and the student to make appropriate decisions when developing academic adjustments in the classroom.

What information must be in my medical documentation?

Documentation must be provided by a medical doctor or another professional in a field related to the student's diagnosis. High school IEP notes with the psychological report completed by a medical professional or school system will normally suffice. Acceptable professionals other than medical doctors may include psychologists, licensed counselors, physical therapists, rehabilitation counselors and other licensed professionals. Guidelines that describe required documentation are available on the Galveston College website (www.gc.edu) and through the \$ F F H V V Services Office located in M-150.

Documentation must meet \$ F F H V V Services requirements and provide sufficient information to assist the institution in determining what difficulties the student may encounter in an academic setting and which academic adjustments/auxiliary

Academic Adjustments and Auxiliary Aids

What are academic adjustments/auxiliary aids?

Academic adjustments and auxiliary aids are interventions intended to create the same access to College that is offered to any student. Interventions, adjustments and auxiliary aids,

\$ F F H V V Services L W \ Midlines and information students must follow the policies and procedures found in the Galvesto College Catalog on the web www.gc.edu or M-150, and must meet the essential skills required for each course.

How do I request academic adjustments and auxiliary aids?

Below is a full list of forms (with links to printable forms) that are used for specific

\$ F F H V V Services L W \ Requests. All forms are also available at the \$ F F H V V Services L W \ Office located in M-150.

Specific \$ F F H V V Services L W \ Forms:

1. Alternative Format Agreement www.gc.edu
2. Alternative Format Request www.gc.edu
3. Classroom Recording Device Agreement www.gc.edu
4. Consent for Release of Confidentiality www.gc.edu
5. Equipment Loan Request www.gc.edu
6. Reader/Scribe Request www.gc.edu
7. Release to Download Programs to a Personal Computer www.gc.edu
8. Room Adjustment Request www.gc.edu
9. Schedule Information www.gc.edu
10. Sign Language/CART Request www.gc.edu

What types of academic adjustments and auxiliary aids are available to students?

The purpose of academic adjustments or use of auxiliary aids is to assess students' knowledge rather than assessing their disability and to provide equal access to the College. Some examples of adjustments are listed below:

1. Extended time for testing
2. Distraction-reduced setting for testing.

3. Writing assistance software during essay tests for students with print disabilities.
4. Dictated or oral quizzes and tests
5. Color overlays, enlargers and the JAWS reader for those with print disabilities.
6. Preferential seating in the classroom.

What are “essential skills” and

It is recommended that all new and returning students who request \$ F F H V V Services utilize the pre-enrollment advising provided by the \$ F F H V V Services Advisor. Selection of classes during early registration provides plenty of time to coordinate the adjustments prior to the start of classes in the next semester.

What if I submitted work in class prior to registering with the \$ F F H V V Services Office?

Adjustments/auxiliary aids will not be provided until the registration process has been completed with the \$ F F H V V Services Office and adequate documentation has been provided to the \$ F F H V V Services Advisor (not a faculty member). Academic adjustments are not retroactive. Grades earned prior to the completion of an Academic Adjustment/Auxiliary Aid Agreement letter will stand.

What if I realize during a semester that I need to add or change my academic adjustments?

If you realize during a semester that you need to add or change the adjustments listed in your Academic Adjustment Agreement letter, contact the \$ F F H V V Services Advisor. The Advisor will work with you to revise your letter if the requested academic adjustments are related to your disability, are reasonable and they do not compromise the essential skills required for the course.

What if I change my mind and choose not to use my academic adjustments?

Students who have academic adjustments/auxiliary aids in place are not required to use them. I am

\$ F F H V V Services Guidelines and Information

such as ordering furniture or placing quizzes and tests in the Testing Center. Also, written

change requests protectbo 82 the 33 (t) (e) 4.167 (s)-19167 (t)-1.833 (s)]TJ]TJ (s)]TJ (s)]2)4.167 (s)-he

Interacting with Faculty about \$ F F H V V Services

1. To protect your confidentiality, it is recommended that you attempt to arrange academic adjustments/auxiliary aids discussions with

Specific Services, Academic Adjustments & Auxiliary Aids

Does

May I request a course substitution or exemption?

Texas state statues prohibit w

\$ F F H V V Services Lines and Information

May I request note-taking?

Academic adjustments/auxiliary aids are

student's request alternative formats as early as possible in the previous semester and prior to heavy College registration periods.

Some of the agencies that produce alternate texts (books and/or recorded text books) have a book request process that can take several weeks or months because the requests placed in a queue and orders are addressed when they are received. In these cases, the \$ F F H V V L E L O Services Advisor or the Counseling and Advisement Center at Galveston College may not have control over the amount of time needed to secure an alternate media textbook.

If e-books are not available

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Students are financially responsible for any damage beyond normal wear and tear to borrowed equipment. A hold will be placed on the student's account until equipment is returned and/or repair or replacement costs for damaged or lost equipment are paid.

Available auxiliary aids vary as technology changes. Currently, the Student Services Office may loan (in limited supply) the following auxiliary aids:

- x FM stereo systems
- x Large print keyboard
- x Talking calculator
- x Zoom-Twix enlarger
- x

Is there accessible parking on campus?

Students who need to park in accessible spaces on campus must display a current campus parking sticker and a temporary or permanent indicator of disability which may be obtained from the Department of Motor Vehicles. All accessible spaces, including those in faculty and staff lots, are available to be used with these two indicators. Students with disability parking stickers may not park in reserved spaces.

Service and Comfort Animals

Service Animals:

Am I required to register my service animal?

No. Service animals are allowed on campus when they are trained to perform specific work and tasks including, but not limited to:

1. Providing guidance for individuals who are visually impaired.
2. Alerting individuals to the presence of allergens.
3. Helping persons with psychiatric and neurological disabilities preventing or interrupting impulsive or destructive behaviors

It is highly recommended however that students notify the \$ F F H V Services L W \ Advisor if their service animal will be on campus. Notification allows the \$ F F H V Services L W \ Advisor an opportunity to address classroom set-up requirements (if any) that may be needed to accommodate the animal. It also allows the \$ F F H V Services L W \ Advisor an opportunity to describe additional services, auxiliary aids and academic adjustments that may be available.

According to the Department of Justice, (DOJ), a person with a disability cannot be a

\$ F F H V V Services Lines and Information

EXCEPTION: MINIATURE HORSE SERVICE ANI

Comfort Animals:

May I bring my comfort animal to the campus?

Generally, no. Comfort animals that are used for crime deterrence, emotional support, well-being, comfort, therapy or companionship are not considered service animals, and are generally not allowed on campus.

Student housing facilities, under the Fair Housing Act, are the only location on campus that do allow comfort animals. In order for a student to keep a comfort animal in student housing, the student must:

Register with the \$ F F H V V Service Advisor.

Provide documentation from a medical professional that the animal is medically required.

Medical professionals must see the student in-person. Online certifications for comfort animals will not be accepted if they are obtained through medical personnel or others

who have never seen the student in person.

Approved comfort animals that are allowed in student housing facilities may be excluded



Powered Mobility Devices

May I use my mobility device (powered wheelchairs, Segways®, etc.) on campus?

Yes. However, if the need for the mobility device is not readily observable to a member of the college administration, staff, or faculty, the user may be asked to provide credible assurance to the \$ F F H V V Services Advisor that using the device on campus is necessary because of a disability. Forms of credible assurance may include:

1. A valid state-issued disability parking placard or card
2. State-issued proof of a disability
3. A verbal representation not contradicted by observable fact

According to the Department of Justice, the following factors determine whether a particular power-driven mobility device is allowed:

1. Characteristics of the vehicle (e.g., size, weight, speed, etc.)
2. Volume of pedestrian traffic within the facility
3. Facility's design and operational status (including ability to store the device)
4. Whether legitimate safety requirements can be established to govern the safe operation of the device
5. Whether the use of the mobility device poses a substantial risk of serious harm to the immediate environment or others

It is highly advisable that mobility devices other than wheelchairs be evaluated based on the criteria above. Contact the \$ F F H V V Services Advisor for further information.

Testing

How do I arrange for testing adjustments/auxiliary aids for tests?

Requests for testing adjustments and/or the use of

May I take my test any time during the day it is provided to the class?

Generally, No. Adjusted tests and quizzes are normally scheduled at the same time that the test or quiz is scheduled for the class. The \$ F F H V V Services Advisor and the Testing Center require written approval from the instructor for students to test at a different time.

How do I request academic adjustments/auxiliary aids for professional state certification or licensure exams with outside testing agencies?

Outside tests such as CollegeBoard®, CLEP®, etc. Article 8 Title 4 of the Texas Education Code (TEC) 409.001-409.004

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Academic transcripts do not contain information regarding students' interactions with the \$ F F H V V Services Office. The student's Academic Advisement/Auxiliary Aid Adjustment letter (that instructors receive) only lists the required classroom adjustments, not diagnostic information.

Students must sign a "Consent for Release of Information" form www.gc.edu and a FERPA release form (available through the Admissions Office) in order for confidential information to be shared with others. FERPA guidelines, in special circumstances, allow necessary communication with other College employees. The \$ F F H V V Services Office cannot share with an outside party without the student's written consent.

Exception: When sharing of \$ F F H V V L E L O L W \ Services records is required by

\$ F F H V V L E L O L W \ tudent's Services

Are other people allowed to communicate on my behalf?

All students may request specific information about their disability or academic progress to be shared with a third party. To release academic information such as attendance and grades, students must sign a FERPA release that remains on file in the Admissions Office. To share \$ F F H V V Services information, students must also sign a Consent for Release of Information form located at www.galvestoncollege.edu or in M-150. Information shared with third parties about the student's \$ F F H V V Services needs will be limited to specific information listed on the signed releases.

Requests made to instructors regarding coursework should come from the student and conferences about the student's course progress should take place with the student present. Third parties may not 'stand in' for the student in ongoing discussions, emails or other communications with instructors, unless there are extenuating circumstances such as a hospitalization or other severe health issues. Instructors will not correspond only with a parent or a private tutor on an ongoing basis without the student's active participation in those discussions. Third parties may not be a student representative or act continuously on the student's behalf.

\$ F F H V V Services Lines and Information

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\$ F F H V V Services Guidelines and Information

Notify the instructor and the \$ F F H V V Services Advisor in writing at least 48 hours in

Student and Faculty \$ F F H V V Services Appeal Process

What is the appeal process for students?

The \$ F F H V V Services Advisor implements provisions of Section 504 on behalf of students. Galveston College will work with any student to eliminate discrimination and establish equal opportunity. Students may appeal decisions by following the student complaint and/or discrimination appeal process outlined in the Galveston College Catalog (www.gc.edu) and the Student Handbook (www.gc.edu).

May faculty members dispute or refuse to provide the adjustments listed on the completed agreement letter?

Faculty members have the right to appeal any adjustments/aids that are listed on the Academic Adjustment/Auxiliary Aid Agreement letter. The process for faculty appeal begins with the \$ F F H V V Services Advisor and the Counseling and Advisement Center. The \$ F F H V V Services Advisor will act as a liaison between the student and the faculty.