

HOUSTON COMMUNITY COLLEGE ABILITY SERVICES AT NORTHWEST

Prepared and presented by Lisa Parkinson, M.Ed., LPC
ADA Counselor at Spring Branch Campus

Welcome to HCC and Ability Services

What do you need to do first?

1. Apply for Admissions at www.applytexas.org
2. Submit high school transcript to HCC
3. Provide proof of Meningitis Immunization or complete the exemption
4. Apply for Financial Aid (optional)
5. Complete Checklist items

<https://www.hccs.edu/applying-and-paying/>

(ADA) The Americans with Disability Act

The Americans with Disabilities Act (ADA) gives civil rights protections to individuals with disabilities that are like those provided to individuals on the basis of race, sex, national origin, and religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, State and local government services, and telecommunications.

Disabilities defined

- Disabilities can be *temporary* or *permanent*.
- Disabilities can *improve* or *worsen* over time.
- Disabilities are not **uniformed**.
- Disabilities vary in how they *impact* individuals.
- Disabilities are not necessarily synonymous with *success* or *failure* in school and/or life.

- Students with disabilities must identify and register with the ADA office if they wish to receive accommodations.

High School

Applicable Laws

- I.D.E.A. (Individuals with Disabilities Education Act)
- Section 504, Rehabilitation Act of 1973
- I.D.E.A. is about *Success*

Required Documentation

- I.E.P. (Individual Education Plan) and/or 504 Plan
- School provides evaluation at no cost
- Documentation focuses on determining whether student is eligible for services based specific disability categories in I.D.E.A.
- School is required to seek out and identify students with a disability, and acquire testing for documentation.

Self-Advocacy

- Student is identified by the school and is supported by parents and teachers.
- Primary responsibility for arranging accommodations belongs to the school.
- Teachers approach you if they believe you need assistance.

Parent Role

- Parent has access to student records and can participate in the accommodation process.
- Parent advocates for student.

Instruction

- Teachers may modify curriculum and/alter curriculum pace of assignments.
- You are expected to read short assignments that are then discussed and often re-taught in class.
- You seldom need to read anything more than once, sometimes listening in class is enough.

Grades and Tests

- IEP or 504 plan may include modifications to test format and/or grading.
- Testing is frequent and covers small amounts of material.
- Makeup tests are often available.
- Teachers often take time to remind you of assignments and due dates.

Study Responsibilities

- Tutoring and study support may be a service provided as part of an IEP or 504 plan.
- Your time and assignments are structured by others.
- You may study outside class as little as 0 to 2 hours a week, but this may be mostly last-minute test preparation.

College

Applicable Laws

- A.D.A (Americans with Disabilities Act of 1990, Title 11)
- Section 504, Rehabilitation Act
- A.D.A. is about *Access*

Required Documentation

- High school I.E.P. and 504 are not sufficient. Documentation guidelines specify information needed for each category of disability.
- Student must get evaluation at own expense.
- Documentation must provide information on specific functional limitations, and demonstrate the need for specific accommodations.
- Up to student to self-identify and seek services and testing for documentation.

Self-Advocacy

- Student must self-identity to the Office of Disability Services.
- Primary responsibility for self-advocacy and arranging accommodations belongs to the student.
- Professors are usually open and helpful, but most expect you to initiate contact if you need assistance.

Parent Role

- Parent does not have access to student records without student's consent.
- Student advocates for self.

Instruction

- Professors are not required to modify design or alter assignment deadlines.
- You are assigned substantial amounts of reading and writing which may not be directly addressed in class.
- You need to review class notes and text and material regularly.

Grades and Tests

- Grading and test format changes (i.e. multiple choice vs. essay) are generally not available. Accommodations to HOW tests are given (extended time, test proctors) are available when supported by disability documentation
 - Testing is usually infrequent and may be cumulative, covering large amounts of material.
 - Makeup tests are seldom an option; if they are, you need to request them.
- Professors expect you to read, save, and calculate exactly what is expected of you, when it is due, and how you will be graded.

Study Responsibilities

- Tutoring DOES NOT fall under Disability Services. Students with disabilities must seek out tutoring resources as they are available to all students.
- You manage your own time and complete assignments independently.
- You need to study at least 2 to 3 hours outside of class for each hour in class.

Accommodations for TSI

There are several built in features of accommodations:

- The test is untimed.
- Calculator (3) options: basic 4-function, square root, and graphing.
- Accessibility Wizard to change appearance of screen and font size
- Save and Finish later (except the essay) up To 14 days
- Highlighter
- Test one section per day if preferred

<https://www.hccs.edu/resources-for/current-students/testing-services/testing-ada-accommodations/>

Additional Accommodations

- For accommodations different than what is already included please contact an ADA counselor for intake and be ready to provide documentation of the disability/diagnosis*
- You must contact Advising for placement testing information. Fee is \$29 or \$10 per section.
- Testing is done at the testing center in person or schedule an appointment for virtual testing (extra fee charged).

*Appointment can be in person or virtual. Documentation can be emailed or faxed to us as well.

Student Rights

- Students with disabilities have rights to equal access to courses, programs, services, jobs, activities, and facilities available through HCC.
- Students with disabilities have the right to reasonable and appropriate accommodations and services as determined on an individual basis.
- Students with disabilities have the right to information in accessible formats.
- Students with disabilities have the right to appropriate confidentiality of all information pertaining to their disability with the choice of who to disclose their disability to except as required by law.

Student Responsibilities

- Students with disabilities have the responsibility to provide acceptable documentation of their disability and to register with Ability Services (ADA Office) if they would like to receive accommodations.
- Students must request a new accommodation letter each semester and provide updated documentation if required.
- Students must provide the accommodation letter to the instructor, preferably at the beginning of the semester, to receive accommodations in class. Accommodations are not retroactive.
- Students must meet the academic standards and code of conduct established by the instructor and/or college. Standards are not lowered to ensure academic success.

Requesting Accommodations

- Students self identify
- Prior to the start of classes, email an Ability Services Counselor for the college where your classes are held
- Online students can contact any ADA Counselor
- You will complete an electronic Intake
 - Rights and Responsibilities, Consent for Services, and Personal data
- Bring or electronically provide an Evaluation or letter from a physician, psychologist, or psychiatrist if you haven't already provided it. The most recent ARD or 504 Plan is helpful with the Evaluation.

<https://www.hccs.edu/support-services/ability-services/student-resources/>

What Rights do Instructors Have?

- Instructors have the right to confirm a student's request for accommodations and to ask for clarification about a specific accommodation with Ability Services.
- Instructors have the right to enforce the HCC student code of conduct in their class with ALL students.
- Instructors have the right to make sure ALL students meet essential program/course requirements as students are not entitled to accommodations that eliminate, modify, or fundamentally alter the course requirements.
- Instructors do not have the right to refuse to provide an accommodation or to review a student's documentation including diagnostic data.

What Responsibilities do Instructors Have?

- Instructors have a responsibility to work with Ability Services (ADA Office) in providing reasonable accommodations to students as soon as they receive the accommodation letter.
- Instructors must keep all records and communications with students confidential and refer a student to Ability Services who requests accommodations but is not currently registered.
- Instructors do not have to provide accommodations for students not registered with the ADA office.
- Evaluate students on their abilities, not their disabilities.

Types of Accommodations for Access*

- Extended time for testing
- Use of testing center
- Audio record class lectures
- Assistance with Notes
- Assistive technology
- Interpreting/CART Services

*Accommodations are not a guarantee for college success

Accommodations using Other Assistive Technologies:



Keyguard: overlays keyboard



CCTV video magnifier for low vision



Onscreen keyboard: low vision, mobility, cognitive... many uses



Hearing Assist dog



Recording device



ASL video phone



Sight Guide Dog



Braille notetaker: Blind, low vision



Computer software



Different size/style chair: mobility, other uses



Livescribe pen: mobility, cognitive, many uses

Letter of Accommodation (example)

Houston Community College Counseling and Ability Services

Note

Name: Norma Brand	ID: 00000000
Type: ADA Accommodation Letter	
Counselor: CE: ADA - Jette Lott - CE: ADA - Jette Lott	Date and time: 11/19/2014 12:00 AM

ADA Accommodation Letter

TO: INSTRUCTOR OF RECORD

Only Valid For - Central College and HCC Online

Semester - Spring 2015

Note to Instructor:

The above named student is enrolled in your course and has been identified as a student with a disability who qualifies for reasonable accommodations as outlined in the federal guidelines of Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. The accommodations are to help the student compensate for his/her disability; not to provide an unfair advantage or change essential course requirements. The following accommodations have been approved for this student as effective and reasonable accommodations. The ADA Counselor is the only individual authorized to refuse, reject, or modify an accommodation. Per HCC Legal Counsel, any refusal, rejection, and/or modification by the Instructor made without the written consent of the ADA Counselor and the student may result in disciplinary action and/or termination. Any modifications of an approved accommodation will result in the Ability Services Office issuing a new accommodation letter to the student. If you should have any questions regarding these accommodations, please contact the ADA Counselor in Ability Services immediately.

Confidentiality: The information contained in this letter is CONFIDENTIAL and is not to be shared with anyone without the express consent of the student. The confidentiality protocol between Houston Community College and the student with a disability requires absolute privacy of the student. Students with disabilities do not desire that special attention be directed to them in the classroom. We encourage you to discuss the student's academic strengths and weaknesses, his/her learning styles and your teaching methods. We recommend that you avoid delving into the student's diagnosis and concentrate on the information needed with regard to the student's ability to function in your course. It is also important to remember the name of a student with a disability should not be disclosed to students or departmental personnel who are not responsible for providing academic access.

Documentation: Ability Services provides an accommodation letter via the student's preferred email to each student that qualifies for accommodations. It is the student's responsibility to email or hand deliver his/her accommodation letter to each Instructor for both on-campus (HCC Email) and online courses (Eagle Online Email). For your protection, we encourage you to notate the date you received the accommodation letter.

Approved Reasonable Accommodations

* Ability to use laptop/iPad/tablet in class for notetaking.

* Assistive technology: Please allow student to use assistive technology in class.

* Please provide copies of handouts/powerpoint/overhead slides to student in electronic format. (Preferred prior to class via email or online/downloadable from Learning Web or Eagle.)

* Ability to have food or drink in his/her possession at all times.

* Please provide handouts on special colored paper (refer to student for paper).

* Please provide enlarged font for all class materials (refer to student for appropriate font size).

* Please direct student to any tutoring opportunities available in your department.

* Ability to have class textbooks and materials in alternative format (i.e. audio, pdf, etc.).

** Any video utilized in your course whether F2F or online/DE must be closed captioned to be compliant with Section 504 of the Rehabilitation Act.

* Exams administered orally: Student needs someone to read examination questions. Please make arrangements at least 1 week in advance. Contact the appropriate Testing Center.

** If using testing center student must schedule an appointment. Instructor can fax, email, or hand deliver test to the testing center. Contact testing center for instructions.

* Extended Time for HCC Online Courses: Student needs one-and-a-half time allowed for other students for quizzes, tests and timed assignments in Canvas or other website used for online exams.

* Extended Time for HCC Online Courses: Student needs double time allowed for other students for quizzes, tests, and timed assignments in Canvas or other website used for online exams.

* Student needs to bring accommodation letter to the HCC Online Testing Locations: <http://www.hccs.edu/online/student-services/testing-locations/>

* Service Dog: This student has a highly trained service dog to assist him/her. Please inform students not to touch or pet the animal during class.

** Special desk/chair/table arrangements for class (need extra space around table - uses wheelchair/mobile device). Please DO NOT move the table from the preferred location.

Note to Student: If you should have questions or concerns about your accommodations and how they are being implemented, please contact the ADA Counselor of Record immediately.

VERY IMPORTANT: For documentation purposes, please save the email forwarding your accommodation letter to the Instructor as proof that your accommodation letter has been submitted.

Student Electronic Signature - Norma Jean

Date - 11/19/2014

Student Signature

ADA Counselor Electronic Signature - ADA - Jette E. Lott, Ed.S, MA, CRC, LPC, NCC

Date - 11/19/2014

What do I do with the letter?

- The counselor will create the letter, you sign it, and it is emailed to your preferred email address
- You email the letter to your instructors or you print and provide a hard copy at the start of the semester
- Provide a copy to the testing center if applicable

What if I have Questions or Problems?

- Be sure to contact the Ability Services counselor as soon as possible
- Be ready to explain what is happening or what accommodations are not being met
- The counselor will contact the instructor

Ability Services Contacts

Central College

713.718.6164

Coleman College

713-718-7376

Northeast College

713-718-8322

Northwest College

713-718-5422

713-718-5408

Southeast College

713-718-6738

Southwest College

713-718-7448

713-718-6857

Adaptive Equipment/Assistive Technology

713-718-6629

713-718-5604

Interpreting and CART services

713-718-6333

<https://www.hccs.edu/support-services/ability-services/ada-counselors>

Counselor or Advisor?

Who do I talk to?

- Counselors see students on academic probation or academic suspension.
 - Counselors meet with student with personal problems.
 - Counselors see students by appointment.
 - ADA Counselors provide accommodations.
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- Advisors answer questions about grades, degree plans, graduation, etc.....
 - Can schedule appointment to speak with your assigned Advisor.

Admission Advisors

You may directly contact Admission Advisor Manuela Izaguirre or Admission Advisor Manager Sayana Saing for questions regarding application and admission.

Manuela.Izaguirre@hccs.edu

sayana.saing@hccs.edu

QUESTIONS?

Resources

Ability Services at HCC: <https://www.hccs.edu/support-services/ability-services/>

U.S. Department of Education:
<https://www2.ed.gov/about/offices/list/ocr/transition.html>

ADA Law: <https://www.ada.gov/cguide.htm> and
<https://www.ada.gov/>