Frequently Asked Questions:

WHO IS ELIGIBLE FOR SERVICES?

Any registered ACC student with a disability seeking accommodations.

WHEN SHOULD I REQUEST SERVICES?

As soon as possible. Plan ahead so accommodations are implemented at the beginning of the semester.

WHAT IS A DISABILITY?

A physical or mental impairment that limits one or more major life activities. This includes temporary disabilities (broken arm, pregnancy, etc.) and invisible disabilities such as an Anxiety Disorder or ADHD.

DOES MY HIGH SCHOOL IEP OR 504 AUTOMATICALLY TRANSFER TO ACC?

No. IEP and 504 documentation do not automatically transfer, however, these documents are valid forms of documentation and should be brought with you to your intake appointment.

DO I NEED TO RENEW MY ACCOMMODATIONS EACH SEMESTER?

No. Your accommodations never expire and will stay with you throughout your time at ACC. Be sure to provide your access letter to each teacher, each semester, to ensure access to your approved accommodations.

ARE THE SERVICES CONFIDENTIAL?

Student Access Services files official documentation of a disability and ensures that all disability-related documents are kept confidential and shared with college personnel on a limited and need-to-know basis only or as specified by local, state and federal laws. A completed Consent to Release Information form from the student is required to release a student's disability related information to another person.



STUDENT ACCESS SERVICES

Room M2710 | sas@arapahoe.edu | arapahoe.edu/sas

P: 303.797.5937 | F: 303.797.5810

Hours: Monday-Thursday 8:00 am-5:00 pm Friday 10:00 am-5:00 pm

Jennifer Dena, M.S.

Student Access Services Specialist/ Elevate @ ACC Coordinator P: 303.797.5806 | jennifer.dena@arapahoe.edu

Amanda Johnson, B.A.

Accommodations Specialist

P: 303.797.5239 | amanda.johnson@arapahoe.edu

Meg Quigley, M.A.

Student Access Services Specialist

P: 303.797.5611 | meghan.quigley@arapahoe.edu

Maureen Rafferty, M.A.
Student Access Services Specialist

P: 303,797,5610 | maureen,rafferty@grapahoe.edu

To receive this brochure in an alternative format contact Student Access Services at 303.797.5937

Gainful Employment

Information regarding occupations, completion rates, program costs and median loan debt may be found at arapahoe.edu/gainful.

Institutional Accreditation

Arapahae Community College is accredited by the Higher Learning Commission. The Commission can be reached at 312.263.0456 or at www.ncahigherlearning.commission.org.

FOF

Arapahoe Community College is an equal opportunity/affirmative action employer. The College operates under an Affirmative Action Plan which ensures equal opportunity for all students, faculty and staff.

Students, prospective students and employees will find our Accommodations and Non-Discrimination policies, plus other helpful information at arapahoe.edu/legal.

Student Access Services serves as a resource to students, faculty, staff and other community members to provide information, training and professional development in the areas of the Americans with Disabilities Act (ADA), Section 504 of the Vocational Rehabilitation Act of 1973, and the ADA Amendments Act of 2008 (ADAAA), legal trends, general access issues, cultural considerations, accommodations and accessible technology.

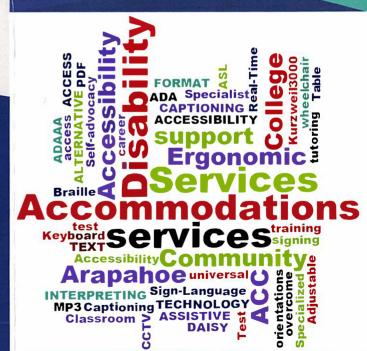
YOUR CIVIL RIGHT

- Students with disabilities are responsible for contacting Student Access Services if reasonable accommodations are not implemented in an effective or timely way.
 Student Access Services will work with college personnel and the student to resolve disagreements regarding recommended accommodations.
- If Student Access Services personnel are unable to resolve a situation, students
 with disabilities who believe they experienced discrimination or horassment on
 the basis of your mental or physical disability may file a grievance in the Student
 Life Department as outlined in the Civil Rights Grievance Procedure (SP4-31a or
 SP 3-50b) located on ACC Policies and Guidelines webpage: www.arapahoe.edu/
 policies-and-auidelines.
- ACC will make appropriate arrangements to ensure that people with disabilities are provided appropriate accommodations, if needed, to participate in the grievance procedure.

Revised 11/16



Student Access Services



Promoting Universal Access and Encouraging Success for ALL Students

Accommodations

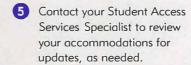
Services for Classroom and/or Testing Accommodations may include:

- Alternative Text Format
- Assistive Technology: Screen Readers, Magnifiers, Smartpens and Downloadable Apps
- Assistive Technology Trainings
- Ergonomic Furniture
- Extended Test Time
- Interpreting/Captioning
- Limited-Distraction Testing Area
- Referrals for resources, such as: tutoring, career and transfer services, counseling and other support services as needed.

MOVE

The mission of Student Access Services is to collaborate with members of the college community to create a learning environment that promotes universal access, encourages success for all students, and provides quality services for students and staff.

- 1) Schedule an intake appointment in M2710, call 303.797.5937 or email sas@arapahoe.edu and complete the Student Access Services intake form at: arapahoe.edu/sas
- 2 Prior to your intake appointment, bring or send the most current documentation of your disability to Student Access Services. During the intake appointment, the Student Access Services Specialist will meet with you to discuss the following:
 - (a) the interaction between the disability and the academic environment:
 - (b) reasonable accommodations and when and how they will be provided;
 - (c) a review of procedures for obtaining and using auxiliary aids and services; and
 - (d) self-advocacy strategies in relation to the academic environment and the disability.
- 3 Once accommodations have been approved an Access Letter may be obtained.
- 4 Meet with your instructors to discuss your approved accommodations and give them a copy of your Access Letter.



RECOMMENDED DOCUMENTATION INCLUDES:

- A clear statement of the disability and summary of present symptoms.
- The current life and academic impact that the disability has on the student's functioning.
- The medical impact of medication on the student's ability to satisfy the demands of the postsecondary environment, if applicable.
- Individualized Education Plan (IEP) or 504 documentation from High School

DOES STUDENT ACCESS SERVICES PROVIDE HOMEWORK AND TUTORING SUPPORT?

ACC provides equal access to the educational environment and information. However, ACC is not responsible for providing support outside the College for the completion of homework assignments. All students have access to tutoring services. For more information, contact the Student Success Center 303,797.5669.

ARE MEDICAL SERVICES PROVIDED BY STUDENT ACCESS SERVICES?

Medical services are not provided for students, staff, or employees. In the event of a medical emergency employees are required to do the following: a) Call Campus Police at extension 5911. If necessary, appropriate medical personnel will be notified. b) Make every effort to aid an injured person. In some cases, it may be advisable for students and/or their families to share emergency information with Campus Police at 303.797.5800.

DOES STUDENT ACCESS SERVICES PROVIDE TRANSPORTATION?

ACC will ensure that classrooms, buildings, programs, and parking are accessible. However, transportation to and from the College and locations within the College is the responsibility of the student.