

COLUMBUS STATE

DISABILITY SERVICES

Disability Services Student Handbook

2018-2019

This handbook is available online at:

www.csc.edu/disability

Available in alternate formats upon request.

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Disability Services Hours of Operation/Contact Information

Mailing Address
Disability Services
550 E. Spring Street
Columbus, Ohio 43215

Phone Numbers
Main Desk: 614-287-2570
Fax: 614-287-6054
Testing Desk: 614-287-5089

Location
Eibling Hall, Room 101
Email
disability@csc.edu

Hours of Operation

Advocate Intake Hours (By Appointment only) **

Monday 8:00am-4:00pm
Tuesday 8:00am-4:00pm
Wednesday 8:00am-4:00pm
Thursday 8:00am-4:00pm
Friday 9:00am-4:00pm

**Walk-in appointments available with Advocates 8:30am-4:30pm Monday, Tuesday, Wednesday, and Thursday; 9:00am-4:00pm Friday.

Testing Center Hours*

Monday 8:00am-6:00pm
Tuesday 8:00am-5:00pm
Wednesday 8:00am-5:00pm
Thursday 8:00am-6:00pm
Friday 9:00am-4:30pm

*Students arriving less than 1 hour prior to close will be issued a Test Denial.
Tests must be completed by closing time.

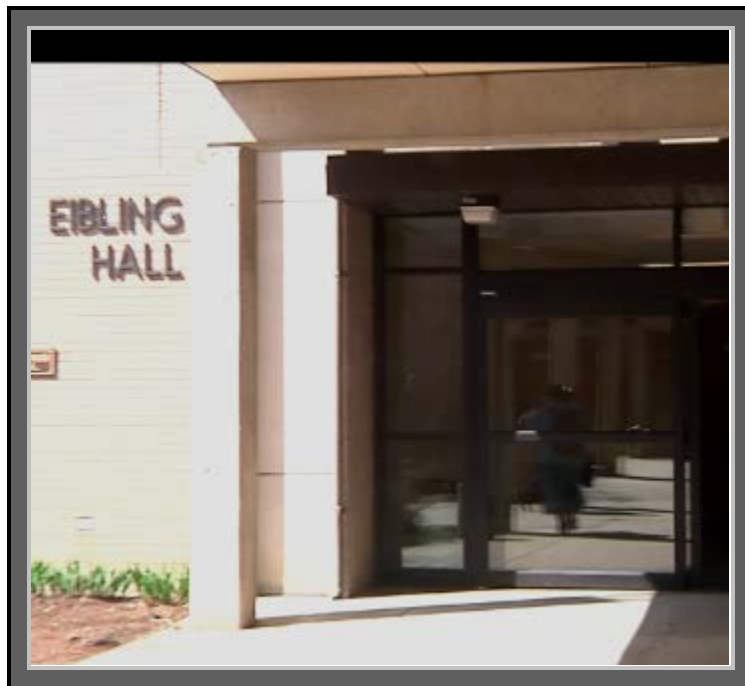
Please note: All visitors to DS (current students, prospective students, faculty, adjuncts, & staff) are required to sign in, regardless of their intent for the visit. Individuals will be assisted in the order in which they've signed in.

Staff Contact Information

Director	Tiffany McClain	tmcclain@csc.edu
Intake Specialist	Susan Thompson	sthomps1@csc.edu
Advocates	Jill Anderson Brian Dixon Marie Potts Kate Schultz Jennifer Shah	jander01@csc.edu bdixon11@csc.edu mpotts1@csc.edu kschult1@csc.edu jshah3@csc.edu
Assistant Director	Molly Mosholder	mmosholder1@csc.edu
Delaware Campus & Regional Learning Center Coordinator	Mary Bantu	mbantu@csc.edu
Coordinator of Alternate Media & Testing Services	Alissa Price	aprice16@csc.edu
Supervisor of Interpreting & Captioning	Sheryl Killen	skillen@csc.edu
Interpreters	Jerri Heine Julia Thompson	jheine@csc.edu jthomp01@csc.edu
DS Testing Center	Access Specialists	disability@csc.edu 614-287-5089 (press 3 to talk to a Specialist)

Disability Services Mission Statement

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 (DS), a current or prospective CSCC student must:

1. Submit verification of your disability for review by a Disability Services Advocate. You may submit the paperwork via fax, mail, or drop off in person to the Disability Services office. It can also be emailed to Disability Services, using the email address: dsdocumentation@csc.edu. Information regarding disability verification criteria is available on the Disability Services website (under the "How to Register" tab).
2. Complete all necessary placement tests. Accommodations are available on the placement tests. Please let DS know when you drop off your documentation if you need accommodations beyond extended time on the placement tests.
3. You will receive an email in your student email account from your assigned DS Advocate. This email will invite you to schedule the Intake Interview if your disability verification is sufficient.
4. Let your DS Advocate know if you will be taking classes at the Delaware Campus or a Regional Learning Center, instead of the Columbus Campus.
5. Meet with your assigned DS Advocate for an Intake Interview and complete an Accommodation Plan. This meeting takes about an hour. During this meeting, you and the DS Advocate 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.

Letters of Accommodation (LOA)

You will receive your Letter of Accommodation via email approximately 1-3 business days after your intake interview. Your LOA can also be requested by emailing disability@csc.edu or stopping by the DS office. Then, you can print more copies of the letter and forward it to your instructors.

Your LOA should be distributed to your instructors at the beginning of each semester, or as soon as you receive it from your Advocate after your Intake interview. We recommend, if possible, providing both a hard copy and an electronic copy of the LOA to your instructor(s). The LOA does not disclose your disability. Rather, it informs your instructor(s) that you are registered with our department, and which accommodations our department has approved for you. It is your responsibility to provide your instructor(s) with your LOA. You are eligible for your accommodations **only after** you have shown your LOA to your instructor. Failure to do so may result in a delay of your services. Accommodations are not granted retroactively.

Delaware Campus/Regional Learning Center Accommodations:

Disability accommodations are also available at the Delaware Campus and at the Regional Learning Centers. Delaware Campus students may contact the Disability Services Coordinator by stopping by the Student Services Center on the first floor of Moeller Hall, or calling (740) 203-8345 to begin the process of registering with Disability Services. The intake procedures outlined above are the same for all CSCC students, regardless of their preferred location to attend classes.

Special Circumstances

Temporary Services:

Students who need services on a temporary basis (e.g. due to an injury, accident or short-term illness) may also register for services by following the registration procedures as stated above.

Confidentiality and Release of Information

- Disability Services views all materials pertaining to a student's disability as sensitive information. All disability-related information for students at Columbus State Community College is housed in Disability Services. Only staff persons working at Disability Services have access to these files.
 - According to the Association of Higher Education and Disability (AHEAD), "it is only necessary to share with the faculty the information that a student has a documented disability and need for accommodation(s)." Additionally, faculty members must have a "legitimate educational interest" to receive student information. Faculty members have no need to know the nature of the disability, "only that it has been appropriately verified by the individual (office) assigned this responsibility on behalf of the institution."
- The Family Educational Rights and Privacy Act of 1974 (FERPA), and the Americans with Disabilities Act (ADA) do not allow faculty or others access to disability-related information.
 - Students may submit a signed "Release of Information" form to permit Disability Services to share information about accommodations and the impact of the disability in the academic setting with specific individuals, with the goal of supporting the student.
- Disability Services will retain all disability documentation in a digital format for six years after students leave the college. If a student provides documentation, but never completes an Intake Interview, the documentation will be destroyed 12 months after it was received.

Disability Services is a Fragrance-Free Zone

The chemicals used in scented products can make some people sick, especially those with fragrance sensitivities, asthma, allergies and other medical conditions.

Disability Services staff are committed to being fragrance-free for the health and comfort of our students, staff, and visitors.

We ask that you please join us in keeping the air healthy and fragrance-free when visiting our space.

What types of products can contain scents?

- colognes, aftershaves, fragrances and perfumes
- lotions, powders and creams

- potpourri and candles
- industrial and household chemicals
- soaps and oils
- air fresheners and deodorizers

(Please note that this list is not all-inclusive and other products may trigger a response).

Service Animals

Students who utilize a Service Animal:

1. Do not have to officially register with DS. Columbus State cannot ask about the nature of a person's disability to determine if the animal qualifies as a Service Animal. Per the ADA:

Some, but not all, service animals wear special collars and harnesses. Some, but not all, are licensed or certified and have identification papers. When it is not obvious what service an animal provides, only limited inquiries are allowed. Faculty/ Staff may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task. Although a number of states have programs to certify service animals, you may not insist on proof of state certification before permitting the service animal to accompany the person with a disability. (www.ada.gov)

2. If it is unclear that an animal is a Service Animal, the student may be directed to Disability Services to assist in the determination of whether an accommodation needs to be made, and/or if the animal is indeed a Service Animal.

Service Animal Definition: Service animals are defined as dogs (or in some instances, miniature horses) that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. (http://www.ada.gov/service_animals_2010.htm).

Pet: a domestic or tamed animal or bird kept for companionship or pleasure and treated with care and affection. A pet is not considered a Service or an Assistance Animal. Individuals are not permitted to keep or bring pets on college property without complying with Policy and Procedure 13-03 as stated in the Columbus State Community College Student Handbook.

Where Service Animals are Allowed:

- Under the ADA, state and local governments, businesses, and nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go.

Service Animals Must be Under Control:

- Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.
(http://www.ada.gov/service_animals_2010.htm)
- The owner is responsible for removal of the animal's waste, including placing the waste in a closed container and removing the container to an outdoor receptacle.
- Owners could be held responsible if any damages are caused by their animals.
- Animals should be healthy with updated vaccines and immunizations, and should not pose a threat to Columbus State students, faculty, or staff.

Dual Credit/College Credit Plus

There are different federal laws in place regarding students with disabilities and education.

One set of laws applies to students with disabilities in grades K-12. These laws include the Individuals with Disabilities Education Act (**IDEA**), and The Rehabilitation Act of 1973 Section 504 **Subpart D**.

The other set of laws applies to students with disabilities in college. These laws include The Americans with Disabilities Act (**ADA**) and The Rehabilitation Act of 1973 Section 504 **Subpart E**.

High School students taking College Credit Plus (CC+) and/or Dual Enrollment classes where college credit is being earned are considered to be college students. As such, they are subject to college-level expectations and responsibilities.

It's important to understand that your high school accommodations are not automatically in place in your CC+ class, and some of them may not be permitted in a college-level class. In order to receive accommodations for your college credit plus classes, you need to get registered with Disability Services at Columbus State.

Note-Taking Assistance

There are several accommodations that may be approved for a student, by which he/she can have access to notes. They are:

Instructor provides notes

- The instructor may be willing to provide a copy of existing notes or PowerPoints directly to student.

Audio recording lectures and/or Livescribe Smartpen

- The student informs the Instructor that he/she is approved to record class lectures. He should have signed an "Audio Recording Agreement" form during his intake. This form is available for instructors should they have questions or concerns.
- The student should place the recording device close to the instructor.

Volunteer, in-class note taker

If the student is approved for the accommodation "Notetaker Notebook," he may pick up a copy of the notebook from Disability Services.

There are 2 ways to use this accommodation:

- Ask a classmate to help with notes. The student can simply say, "Hi, would you be willing to help me take notes in class? I need some extra help and have this notebook you can use."
- Approach the instructor before class, after class, or during office hours, and ask him/her to help identify someone who may be willing to take notes. Again, the student can simply say, "Hi, one of my accommodations is to have a peer note-taker. Are you willing to identify someone in class who can help me take notes on this notebook?"

Important Note: Note-taking assistance is not a substitute for attending class. When a student misses a class for a non-disability-related reason, he/she must make alternative arrangements for obtaining notes.

Unscheduled Absences Plan

Occasionally, a student's documented disability may cause him/her to miss more class time than is permitted by the syllabus and instructor. These absences may be of the nature that the student is not able to notify the instructor in advance.

Students are expected to attend class. Attendance is an academic issue. The documented disability does not release a student from meeting the course requirements. Should a student have a disability which may cause unscheduled absences to occur, he must discuss this possibility with his/her Advocate. If this accommodation is approved, the student must obtain an Unscheduled Absences Form from his/her Advocate. This form is designed to open a discussion between the instructor and student so they can develop a plan as to how the student will meet the requirements of the course if he/she misses a class or a deadline. It must be agreed upon and signed by both the student and the instructor, **AND submitted to Disability Services by the student.** The DS Advocate will keep the form on file and scan/email a copy to the student and/or instructor.

This plan may be changed if both student and instructor agree. It should be completed at the beginning of the semester and reviewed at midterm (or more often if indicated) to assess the impact of any absences on grades.

Code of Student Conduct/Behavior in Disability Services Department

Disability Services is a professional environment that provides services and accommodations for students with disabilities at Columbus State Community College. In order to best serve our students, we expect everyone to be courteous and appropriate to one another and to Disability Services staff. Profanity, aggression (verbal or physical), threats, yelling, slamming doors or items, and failing to comply with Disability Services guidelines, etc. are considered unacceptable behaviors. These cause disruption to other students, and to Disability Services staff, who are working with these students.

Disruptive and disorderly conduct, or failure to comply with the guidelines and expectations of the college's Code of Student Conduct, may result in DS staff asking the student to leave the office, contacting the campus police to have the student removed, and/or filing an Incident Report with the Office of Student Conduct. The same general expectations of behavior apply to all students, including those with disabilities. Students registered with Disability Services must adhere to the policies and guidelines stated in the Code of Student Conduct. These policies apply to academic and non-academic behavior on and off campus. To refer to the Code of Student Conduct, please visit the website of the Office of Student Conduct at <https://www.csc.edu/services/student-conduct/>. Feel free to discuss any questions, comments, or concerns with your assigned Disability Services Advocate.

Using Your Approved Services and Accommodations

1. Analyze your classes.

Look at the requirements for each of your classes and consider your particular disability-related needs when determining which accommodations you will be using for each of your classes. Some accommodations may not be necessary for every class.

2. Email a copy of your Letter of Accommodations to your instructors.

You may choose to forward to your instructor a copy of the Letter of Accommodations your DS Advocate emailed you. In the email, request to discuss your accommodations after class with your instructor.

3. Meet with your instructors.

Another option is to print out a hard copy of your Letter of Accommodation and bring it to class with you. Give your Letter of Accommodation to your instructor and ask to discuss your approved accommodation, either before or after class. When meeting with the instructor, make specific accommodation requests. You do not need to disclose the specific nature of your disability to your instructor. If you are uncomfortable identifying your disability, keep the conversation focused on the accommodations for which you are eligible.

4. Maintain communication.

Stay in contact with your instructor throughout the semester and provide gentle reminders of planned accommodations (e.g. tests that need to be dropped off to Disability Services).

5. Report Problems.

You should immediately alert your Disability Services Advocate and/or instructor if you are having difficulties with any accommodation, service, or class.

Important Note: Services and accommodations are authorized based on your disability and specific functional limitations. You may not receive all of the accommodations contained in this handbook.

Questions?

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

Advocate Intake Contact Information

614-287-2570 Main Desk
614-287-6054 Fax
614-429-1224 VP

Intakes (By Appointment Only)	Monday through Thursday 8:00am - 4:00pm Friday 9:00am - 4:00pm
Walk-Ins (15 Minute Sessions for General Questions)	Monday through Thursday 8:30am - 4:30pm Friday 9:00am - 4:00pm

Testing Policies/Procedures

1. At the beginning of each semester, students should complete one (1) STAR Form for each class for which they plan to use testing accommodations. Instructions for this form, and the link to complete it, are available on our website at:
<http://www.csc.c.edu/services/disability/student-testing.shtml>

Please note: students requesting accommodations **MUST** provide their instructor with their Letter of Accommodation *in addition* to the STAR Form; the STAR Form does NOT replace the need to provide your LOA to your instructor. Accommodations do not start until the letter is received, and accommodations are not retroactive.

2. Students should take tests at the same time the class is taking the exam unless other arrangements have been approved by your instructor.

Students may walk-in to the testing site chosen on their STAR Form during that location's hours to test. (Please note that all tests must be begun at least one hour prior to close.)

However, students wishing to utilize any of the following accommodations must schedule at least 2 business days in advance (Saturday and Sunday are **NOT** business days):

- Private Room
- Alternate Media (Audio, Electronic, Large Print*) *Students requesting only Large Print and testing at Disability Services are not required to schedule in advance
- Dragon Naturally Speaking
- Scribe

DS strongly encourages students requesting any of these accommodations to schedule for final exams as soon as possible.

3. Schedule online (<https://clockwork.csc.c.edu/clockwork/custom/misc/home.aspx>), in-person, or by phone (614-287-5089).
4. Based on approved accommodations, students registered with Disability Services may:
 - a. Take tests with the class
 - b. Take tests with accommodations arranged by instructor
 - c. Take tests at DS testing center
 - d. Take tests at Aquinas, Delaware, or an RLC Testing Center
5. To Reschedule: Students are responsible for rescheduling the test with both the DS Testing Center and the instructor at least 2 business days in advance. Deadline extensions require instructor approval.
6. Students are responsible for contacting DS to cancel a test/quiz appointment, or to notify us that you have withdrawn from the class if tests/appointments are scheduled.

7. All students are expected to be ON TIME for testing appointments. If late, students may be required to reschedule for a later date.
8. Tests will start no later than 1 hour prior to DS closing time. A Test Denial will be issued to any student arriving to test less than 1 hour prior to close. The latest times available for scheduled tests are as follows:
 - a. Monday and Thursday at 4:30PM
 - b. Tuesday and Wednesday at 3:30PM
 - c. Friday at 3:00PM.(For example, if a test is scheduled for Friday, the student must begin taking the test no later than 3:30PM since the DS testing desk closes at 4:30).
9. Cell phones, electronic devices (smart watches etc.), bags, purses, hats, sunglasses, class materials or other non-testing materials are not permitted in the testing room. These items must be stored in a locker or left in a location outside of Disability Services. Disability Services will not be responsible for lost or stolen items.
10. Students are welcome to borrow a DS lock to secure personal belongings in any available locker during testing. Students are not to access cell phones during exams or approved breaks for any reason. If a student is found accessing a cell phone during a test or an approved break, the test will be stopped, an Incident Report will be filled out, and the exam will be returned to the instructor. It is then the student's responsibility to contact their instructor and meet with the Disability Services Testing Coordinator or Assistant Director.
11. Food, beverages, or gum are not permitted in the testing room.
12. No children are permitted in the testing room/computer lab. Children cannot be left unattended in the waiting area.
13. Photo ID is required in order to start a test.
14. Students are responsible for providing personal testing materials. This includes pen, pencils, calculators, and erasers. Note: To maintain the integrity of all tests, all calculator memory will be cleared upon student arrival as well as upon test completion. DS will provide/issue scrap paper, if needed. Please note that all scrap paper will be collected at the end of every exam/quiz.
15. In order to take a restroom break, students must check in and out with desk staff. Students should not loiter in the DS lobby and/or Eibling Hall 1st floor lobby and are not permitted to leave the building for any reason during testing. Students utilizing the restroom must use the bathrooms located on the 1st floor of Eibling Hall. If the 1st floor bathrooms are unavailable at the time of the break, the student MUST notify Testing Center staff prior to going to a restroom on an alternate floor. Students not

approved for frequent breaks will be limited to a two (2) break maximum per test. Students violating CSCC & DS policy will no longer have access to their testing materials and will be reported to Student Conduct.

16. Testing areas are video monitored and DS staff may enter testing rooms at any time to perform a random integrity check.
17. If a student is found cheating, the test will be stopped. All materials used to cheat 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 the Office of Student Conduct. The instructor will 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.

Pop Quizzes

The instructor must contact Disability Services in the event of a pop quiz as soon as it is planned. Sometimes instructors prefer to accommodate pop quizzes in class. When this is not possible (i.e. student requires exams/quizzes in an alternate format, etc.), the instructor can arrange for pop quizzes to be taken at DS. There is still the requirement that DS receives the quiz and test admin form at least 48 business hours in advance to allow for processing time; however, all students, regardless of accommodations, will be allowed to take pop quizzes at DS without being required to schedule in advance.

Exam Accommodations

Test accommodations may include but are not limited to:

- Extended time (double time)
- DS Testing Room (distraction reduced)
- Private Room (distraction-free testing environment)
- Audio Format (mp3 and pdf versions)
- Electronic Format
- Braille
- Frequent Breaks
- Access to Food & Drink while testing
- Large Print
- CCTV
- Scribe
- Aide in Testing Room
- Computer for spelling/grammar check
- Calculator
- Dragon
- Zoomtext
- JAWS

Using Readers and/or Scribes for Exams

Readers

- Readers can be asked to repeat information, so do not hesitate to ask.
- Readers will only read what is on the printed page and **cannot** be asked to interpret, define, explain, or reword questions.
- Readers need feedback from you to be effective. Let your reader know what reading tone, rate, etc. works best for you.
- A Reader will only be provided in the event that audio format (pdf or mp3) is unable to be prepared ahead of time and/or if our assistive technology software is not compatible with the computer software program being utilized by a campus department.

Scribes

- Scribes will write down verbatim what you have dictated. The scribe is **not** responsible for organizing or paraphrasing your thoughts into a final draft.
- Scribes are responsible for general spelling and sentence ending punctuation. You are responsible for directing the scribe for any spelling of specific, class related terminology or punctuation within sentences.

- At any time, you will have the opportunity to review what the scribe has written either by reading or having it read to you.
- If there are corrections, you will direct the scribe to make them.
- If a scribe is needed for the entire test, DS will ONLY provide a scribe for the duration of the student's accommodated testing time.

Academic Misconduct—Testing

Policies Regarding Academic Misconduct

- All Disability Services students must show a photo ID to Disability Services exam staff when checking in to take an exam.
- All Disability Services exam studios are monitored by Disability Services staff via a closed-circuit video monitoring system. Exam video content is stored on a secured, on-site digital recording device that is maintained exclusively by Disability Services staff. ***Any student observed utilizing any unauthorized resource during an exam will be reported to the college's Student Conduct office, and their instructor.***
- You are NOT permitted to touch/move the mirrors/cameras that are located in the testing room. If you are caught moving a mirror or camera, you will be reported to the instructor and may be charged with academic misconduct.
- Any unauthorized notes, and any scrap paper used during the exam, will be copied and returned with the exam to the instructor.
- A staff member may come into the testing room or at any time to perform a random integrity check.
- Any suspected evidence of cheating will be documented by Testing Desk staff or other full-time staff and reported to the appropriate faculty member and the Office of Student Conduct.

Interpreting/Captioning Services Guidelines

Disability Services coordinates interpreting and/or captioning services for all academic related activities for registered CSCC students who are D/deaf or hard of hearing.

To receive Interpreting and/or Captioning Services in the classroom:

1. Students must attend a one-time Intake Interview with the Supervisor of Interpreting and Captioning Services. (See "Intake Procedures" for more information).
2. During the Intake interview, you will receive and discuss the Disability Services Policies for using Interpreting and/or Captioning Services.
3. Inform the Supervisor of Interpreting and Captioning Services of your preference for interpreting and interpreting needs (ASL or PSE) or captioning. Disability Services,

within reasonable limits, will attempt to honor ongoing classroom or one time appointment requests made on short notice. Requests which do not allow sufficient advance notice increase the possibility that interpreting or captioning services will be unavailable.

4. Schedule your classes for CSCC for the current semester. As soon as you have scheduled classes you will need to:
 - a. Submit a copy of your schedule, including your name and the times/dates you will need services, to the Supervisor of Interpreting and Captioning Services either in person, at Disability Services or by emailing your schedule to skillen@cscce.edu.
 - b. Request services no later than the On-Time Registration deadline. Please note: It can take several weeks to arrange services. For requests received after the on-time registration deadline, onset of services may be delayed.
 - c. 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.
 - d. An interpreter/captionist will wait twenty minutes before leaving a class or an appointment. After three failures to notify Disability Services that services are not needed or that you will be arriving late, interpreting/captioning services will be suspended. Services will remain suspended until you meet with the Supervisor of Interpreting and Captioning Services.
 - e. The interpreter/captionist will not copy notes from a board. It is the student's responsibility to copy or utilize a Notetaker system for diagrams/PowerPoints or classroom content demonstrated on a board.

Captioning Services:

Captioning services will be provided in-class via a captionist laptop that communicates to the student laptop (provided by DS) using special software. This transcription allows for meaning-to-meaning class lectures, discussions, meetings or other academic related activity. A student can communicate with the captionist via typing questions or comments or take their own supporting notes on the student laptop.

- a. The captionist will edit the lecture transcripts and email the material within 24 hours.
- b. Do not provide other students copies of the captioned notes. Providing notes to other students may result in a loss of captioning service.
- c. It is the student's responsibility to copy or utilize a Notetaker system for diagrams/PowerPoints or classroom content demonstrated on a board.
- d. The captioning equipment is provided to students for in-class use only.

As is true with Interpreting Services, Disability Services, within reasonable limits, will attempt to honor ongoing classroom or one time appointment requests made on short notice. Requests which do not allow sufficient advance notice increase the possibility that interpreting or captioning services will be unavailable.

Class Attendance:

Class attendance is crucial for successful academic completion. When a student who uses an interpreter, or captionist provider, will be absent from class, notifying the Supervisor of Interpreting and Captioning is required.

The interpreter or captionist provider can be notified ahead of time when any absence is planned. When possible, prior notification of the absence should be given to the Supervisor of Interpreting and Captioning Services. The interpreter, or captionist provider, is there as a supplement to the classroom experience, not as a substitute. If a student misses class he or she needs to meet with the instructor for follow-up. Interpreters and captionist providers are not responsible for the student's absence nor their academic coursework.

No-show Policy:

If an interpreter or captionist services have been requested, and you know that you will be unable to attend class, you should provide at least 24 hours advance notice so that the service provider can be informed and possibly re-assigned. Advance notice is defined as informing the Supervisor of Interpreting and Captioning Services prior to the start of the class or assignment from which that the student will be absent.

In some situations, students may not be able to provide 24 hour notice; however, any advance notice is helpful. Failure to provide any advance notice is considered a "No-Show".

To give advance notice a student should contact the Supervisor of Interpreting and Captioning Services via email at skillen@csc.edu stating the class or classes from which you will be absent.

Failure to provide notice will result in the following actions:

- First "No-Show": An email will be sent to remind the student of the policy and appropriate procedures.
- Second "No-Show": An email will be sent to the student informing the student that they have two "No-Shows." In addition, the letter will remind the student of the policy and appropriate procedures.
- Third "No-Show": Services will automatically be temporarily suspended and an email will be sent to the student informing the student of the policy and the appropriate procedure. Services will remain suspended until the student makes an appointment and meets with the Supervisor of Interpreting and Captioning Services to reinstate services.

FM Systems:

Students who use hearing aids may request the use of an FM System for use in the classroom environment. The FM system utilizes a microphone and transmitter unit (worn by the instructor) and a receiver and headset (worn by the student). The instructor's speech is transmitted to the student's receiver unit (via FM radio signal), and the student has the ability to control volume and other settings.

To request an FM System:

1. Students must attend a one-time Intake Interview with the Supervisor of Interpreting and Captioning Services. (See "Intake Procedures" for more information).
2. During the Intake interview, you will discuss and receive a loaned FM system unit.
3. You will sign documentation with the Disability Services Department to check out the FM system equipment for the semester.
4. You will return all checked out FM system equipment at the end of each semester in the working condition in which it was received.
5. If loaner equipment is not returned by the end of each semester, you will be charged the cost of the equipment loaned to you.
6. Contact the Supervisor of Interpreting and Captioning Services immediately if you have any difficulty or if the equipment is in need of repair.

Alternate Media Guidelines

Alternate Media converts printed materials such as textbooks and handouts into different formats. This enables students to read the material using the computer. Alternate media formats can include electronic text, large print, audio materials, and braille.

When you are approved for Alternate Media by an Advocate, you must complete a training session in order to understand how to use the materials. During **Spring 2019**, DS is piloting a limited walk-in Alternate Media program. Students may walk-in to Disability Services between 10am and 3pm for Alternate Media Training or troubleshooting. Please note that scheduled follow up appointments may be necessary. Please contact the testing desk in person or at 614-287-5089 with questions.

Students who wish to receive Alternate media will need to make an Alternate Media request online every semester. Here is the process:

1. Schedule your classes.
2. Submit your Alternate Media request online via the Disabilities Services Alternate Media Student Agreement form. ****Please Note: Textbook conversions can take up to 6 weeks to produce.**** Submitting requests as soon as you have a class schedule is crucial.
3. Purchase your books.
4. Submit proof-of-purchase online via Blackboard. **You must submit proof-of-purchase in order to receive your books in an alternate format.**
5. Download books via Blackboard.

Detailed instructions for these steps and a copy of the Alternate Media Guidelines can be found online at <http://www.csc.edu/services/disability/alternate-media.shtml>.

To receive other course materials such as syllabi and handouts in an alternate format, please provide copies to the Alternate Media staff. Please note: this process may take a few days, so please provide materials to DS **at least two (2) business days in advance**.

All CSCC students may obtain a free program called Read and Write which will read most digital textbooks and online materials aloud. Read and Write can be downloaded from the Texthelp webpage: <https://www.texthelp.com/en-us/products/read-write/> by using your CSCC email address.

For further instructions contact the Alternate Media Staff at 614-287-5910, aprice16@csc.edu, or stop by the Disability Services testing desk in Eibling 101.

Assistive Technology Locations

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

Assistive Technology Loaner Equipment Program

Disability Services owns several pieces of Assistive Technology equipment that can be loaned to qualified students on a semester basis. The type of equipment available varies and is limited in quantity. Students should check with their DS Advocate to determine if they are eligible to participate in the Loaner Equipment program.

Types of equipment available includes, but is not limited to:

- Talking and Large Print calculators
- Hand-held CCTVs
- Digital Recorders
- Livescribe smartpens
- Perkins Brailers

Students that are eligible and choose to participate in the Loaner Equipment program will be required to fill out a Loaner Agreement form. Students are liable for the device while it is in their possession and are fully responsible for any damages or loss that occurs with any part of the loaned equipment.

All loaner equipment is due back the Friday of Finals week of the semester in which the device was loaned. Should a student fail to return the device on time, a hold will be placed on student records. This hold impacts a student's ability to register for classes and/or obtain transcripts. The hold will be released upon return of the equipment or resolution of the situation.

Medical Emergencies

Students with seizure disorders

If you have a seizure disorder that is not controlled by medication, and have seizures often, it is wise to alert your instructor to your condition and how you wish for them to respond. Let them know what to expect if you were to have a seizure during class, and under what circumstances it would be necessary to call for an ambulance. For additional information, you should refer your instructor to the Disability Services Faculty Handbook, which provides some brief instructions on how to react to a seizure.

Emergency Procedures for Students with Disabilities

In order to ensure your safety, develop an emergency plan or a strategy **in advance**.

How you respond to an emergency depends on:

- the type of emergency
- your specific disability
- the location of your classes
- where you work on campus

Students with mobility disabilities

Elevators provide access for students with mobility disabilities to classrooms throughout campus. However, during an emergency such as a fire or tornado, elevators can be very dangerous and often cease working. Furthermore, elevators have been known to break down at times leaving people with mobility disabilities stranded on upper floors. As a result, it is unlikely that you will be able to evacuate without the assistance of others. The following steps can help to ensure your safety in an emergency:

1. Make a plan

For every building in which you have class or work on campus, locate an area or refuge, which could include a stairway or an adjacent classroom/room with a fire rated door and walls, where you will await rescue during a fire.

2. Inform others of your plan

In most instances, this should be the instructor of your class. Let him or her know the location (e.g. classroom in the Northwest corner of this floor) you have selected to await rescue personnel in the case of an emergency.

Students who are blind or have low vision

As a student who is blind or has low vision, you should develop a plan of action for emergency situations as well. An ideal time to develop this plan is at the start of each semester as you work with your personal mobility and orientation specialist to locate your classrooms (CSCC does not provide mobility and orientation specialists).

Important Note: For any emergency and for students with any type of disability, the first step is to contact 911. When reporting the emergency, it is important to indicate your specific evacuation needs (e.g., you use a wheelchair or a respirator or have breathing or stamina difficulties).

Campus Resources

Campus Police

The mission of the Campus Police department is to enhance the quality of life and the educational environment of the campus community by working in collaboration with students, staff, faculty, and other stakeholders. They offer several safety related services including patrol of campus property and buildings, assistance with vehicle lockouts and jumpstarts, investigation of threats (harassment, disruptive or offensive actions, disorder and criminal offenses), investigation of forced entry, theft or vandalism and other reported offenses. They also provide on-campus escorts, First Aid to injured or ill people, and a text message alert system.

Location: Delaware Hall 047

Phone: 614-287-2525

<https://www.csc.c.edu/services/police/>

Career Services

Career Services offers a suite of services to alumni and currently enrolled students who are undecided about their college major, need assistance with the student employment or need assistance with the job search process. Our staff will assist students with integrating their academic and life experiences with their career goals. We also welcome the opportunity to collaborate with faculty, staff, and on-campus supervisors to provide workshops and classroom presentations

Location: Nestor Hall, 108 & 113

Phone: 287-2782

<http://www.csc.c.edu/services/careers/>

Counseling Services

The Columbus State Community College Counseling Center provides a safe and confidential environment where students can explore personal concerns in efforts to increase life balance as established through satisfying relationships, improving academic performance, setting personal goals, gaining self-awareness and making effective and satisfying life choices. Our trained licensed mental health professionals are able to provide you with help working through an array of mental health and substance abuse issues.

Location: Nestor 010

Phone: 614-287-2818

<http://www.csc.c.edu/services/counseling/>

Diversity Services

At Columbus State, we value diversity and believe our differences help create a better learning environment. By collaborating with other offices and groups on campus, Diversity Services seeks to support our diverse community, develop inclusive spaces and provide

educational opportunities for the college. Our efforts include cultural celebrations, employee development, support/membership groups, campus training and much more.

Location: Franklin Hall - Room 223

Phone: 614-287-2426

<http://www.cscce.edu/campus-life/diversity/>

Equity and Compliance

The Office of Equity and Compliance supports Columbus State's commitment to maintain a workplace, academic and athletic environment free of discrimination and harassment. The College shall not tolerate discriminatory or harassing behavior by or against students, employees, faculty members, vendors, customers or other persons participating in a College program or activity. While the College does not tolerate any form of discrimination or harassment, our Office oversees discrimination and harassment based on a protected class. Protected classes for purposes of [Policy 3-43, Discrimination/Harassment](#) are sex, race, color, religion, national origin, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, pregnancy and gender identity and expression.

Location: SX, Room 143

Phone: 614-287-5519

<https://www.cscce.edu/services/title-ix/>

Library Assistance

The CSCC library can assist you when it comes to retrieving electronic and/or photocopying materials from the library. We also have OhioLink, which enables students to borrow books from any institution of higher learning in the entire state of Ohio.

Columbus Campus: Columbus Hall, Reference Desk: 614-287-2460 refdesk@cscce.edu

Delaware Campus: Moeller Hall, Reference Desk: 740-203-8183 refdesk@cscce.edu

<http://library.cscce.edu/home>

Military and Veterans Services Department

The Columbus State Military & Veterans Services Department provides individualized enrollment and referral services to assist community members in successfully meeting their educational and career goals. We are committed to providing uncompromising service by adhering to the highest standards of compassion, commitment, excellence, professionalism, integrity, accountability and stewardship.

Location: Delaware Hall, Room 156

Phone: (614) 287-2644

<http://www.cscce.edu/admissions/militarystudents/>

Opportunities for Ohioans with Disabilities (OOD)

OOD is the state's agency that provides vocational rehabilitation services to help people with disabilities become employed and independent. Direct vocational rehabilitation is provided by two of its agencies: Bureau of Vocational Rehabilitation (BVR) and the Bureau of Services for the Visually Impaired (BSVI). **BVR** assists people with disabilities by providing vocational rehabilitation and other services. **BSVI** provides vocational rehabilitation and other services to Ohioans who are blind or have low vision.

Location: 150 E. Campus View Blvd. 3rd Floor, Columbus, OH 43235-4604

Phone: 614-438-1200 or 1-800-282-4536

<http://ood.ohio.gov/>

Student Advocacy

Team members in Student Advocacy focus on helping students achieve their educational goals. We assist students with navigating the college environment, building academic success skills, and troubleshooting issues impacting their success. A key part of our services involves connecting students to college and community resources for support.

Location: Aquinas Hall, Room 116 (inside CASE – the Center for Advising, Support, and Exploration)

Phone: 614-287-2181

<https://www.csc.edu/services/student-advocacy/>

Student Central

Student Central, located on the upper level of Madison Hall, is the place to stop for guidance and assistance you need to be a successful student. The Student Services Specialists at Student Central are well versed in every area of Columbus State and will work closely with you to find answers and connect you to the resources you need. The following are now located in Student Central: Admissions, Registration Services, and Financial Aid.

Location: Upper Level, Madison Hall

Phone: 614-287-5353

<http://www.csc.edu/services/student-central.shtml>

Student Conduct

The Office of Student Conduct at Columbus State Community College is a resource for students, faculty, and staff to uphold community standards, educate the campus on the importance of social responsibility, and maintain campus security. The Student Code of Conduct was designed to reflect our campus values of Integrity, Community, Respect, and Responsibility. The college expects all students to share these values and hold each other accountable for maintaining a place of learning and growth free from disruption, discrimination, and disrespect.

Location: Center for Workforce Development, WD 1099

Phone: 614-287-2104

<http://www.csc.edu/services/student-conduct/>

Student Financial Aid

At Columbus State Community College we are dedicated to helping students navigate their financial aid options including any form of financial assistance that helps you pay for college. This includes grants, scholarships, work-study and student loans.

Location: Student Central, Upper Level Madison Hall

Phone: 614-287-2648/Toll Free 1(800) 621-6407 ext. 2648

<http://www.csccl.edu/services/financial-aid/>

Tutoring Services

Columbus State has partnered with NetTutor to give you even more tutoring options. Now, you have access to Columbus State's professional and peer tutors, as well as NetTutor experts, providing assistance in more subjects and at more times, either on campus or online from any computer, anywhere!

Tutoring is provided free of charge to current Columbus State students.

<https://www.csccl.edu/services/tutoring.shtml>

Victim Advocacy Services

Columbus State Advocates provide non-confidential services to any student, staff, or faculty member at Columbus State who is experiencing the impact of gender-based violence or abuse.

Phone: 614-287-5979

Email: victimadvocacy@csccl.edu

<https://www.csccl.edu/services/victim-advocacy-services/>

Wellness & Intramurals

Columbus State Community College offers a wide variety of courses at convenient times throughout the year to aid in the development of our community. Keeping with that theme The Department of College Recreation and Wellness has open gym/recreation hours, intramurals, and a fitness center. We also offer free fitness classes to all faculty, staff, and students of Columbus State. We encourage the use of our facilities and classes to help promote a healthier lifestyle. A current CSCC ID is required for all activities.

Phone: 614-287-2083

<http://www.csccl.edu/campus-life/recreation-wellness/wellness-and-intramurals.shtml>

Writing Center

The Columbus State Community College Writing Center is a free one-on-one tutorial service for students, faculty, and staff.

Tutors work with writers on a variety of projects such as essay assignments, research papers, résumés, business letters, lab reports, and scholarship applications. Tutors can help with any stage of the writing process, from generating ideas to revising and polishing.

Students registered with Disability Services who are approved for the service, will receive double time in the Writing Center. Present your Letter of Accommodation to Writing Center staff to receive this service.

Location: Columbus Hall, 102

Phone: 614-287-5717

<http://www.csc.edu/academics/departments/english/writing-center.shtml>

Voter Registration at Disability Services

Disability Services is a designated voter registration site; voter registration forms and other information about voting are available from your Advocate. The forms are also available in the front reception area.

- Any resident of Franklin County in Columbus, Ohio, can register to vote using the forms found at Disability Services.
- The national voter registration form is also available so that any student from any state can register to vote at Disability Services. This form must be sent back to your home state for voter registration purposes.

For students who are already registered voters, you must submit a new form if you have changed your name or address since the last time you voted or if you have not voted in any election in the last four years.

Notes on Voting:

- For Ohio residents outside of the Franklin county area, you can vote via an absentee ballot. Your Advocate has information on how you can contact your particular Board of Elections.
- If you are from another state, you must obtain an absentee ballot from your home county and state.