

Services for Students with Disabilities



ACCESSING SERVICES

Students with disabilities will find that Butler County Community College can offer them many services. The college wants all students to achieve academic success, and is therefore interested in providing appropriate accommodations and support services for students with disabilities.

To obtain services, a student with a disability who is considering attending the college or who is already enrolled here should make an appointment with Greg Mason, the Disabilities Coordinator. He can be reached at his office in the Academic Center for Enrichment in the Student Services Building, or by phone 724/287-8711, ext. 8327; FAX 724/287-0092; or e-mail at greg.mason@bc3.edu. Written documentation of the disability is usually required before services can be provided, so a student should either bring appropriate documentation to his/her appointment with the Coordinator or have it sent prior to the appointment. Appropriate documentation may include a statement from a doctor; IEPs or other school records; or evaluation reports from the Office of Vocational Rehabilitation (OVR), Blindness and Visual Services (BVS), or another agency that has documented the disability.

SERVICES AVAILABLE

Services for students with disabilities include, but are not limited to, the following:

- ◆ Priority Scheduling and Registration
A carefully planned schedule can help to ensure that students with physical disabilities are able to arrive at classes on time and that all classes are held in accessible locations. To assist in this planning, students with documented physical disabilities are given the first opportunity to schedule their classes.
- ◆ Classroom Relocation
In some instances, a class may be scheduled in a location that cannot reasonably accommodate a student with specific physical needs. If this occurs, the class may be relocated to allow all students equal access.
- ◆ Tutoring
Free subject-area tutoring is available to all Butler County Community College students, but some students with disabilities may receive additional benefit from tutorial support and they are especially encouraged to use this service.
- ◆ Placement Testing
All new students at Butler County Community College take placement testing that determines which courses the students should schedule first. With the help of an academic counselor, a student will examine the results of his or her placement test scores, his or her previous academic

work, and his or her academic goals to develop a learning plan. Various forms and methods of taking the placement tests are available. Students who need special testing arrangements due to a disability should contact the Disabilities Coordinator as soon as possible after admission to schedule appropriate testing accommodations.

◆ Extended-Time and Modified Testing

Extended time, test enlargement, a test reader, or other modifications to classroom testing are specialized services available to students whose physical or learning disabilities may adversely affect testing performance. Testing accommodations are provided so that test results will accurately reflect the student's true knowledge and abilities. Contact the Disabilities Coordinator for more information about testing accommodations.

◆ Note-Taking Support

Students with various disabilities (including visual and hearing impairments as well as some physical and learning disabilities) may benefit from the support of an in-class note-taker. A note-taker is typically a classmate in the same class who shares his/her notes with a student who has a disability. The note-taker will use special paper (provided by the Disabilities Coordinator) so that copies of notes will be available to both students immediately after class.

◆ Handicapped Parking

Handicapped parking spaces are available in various locations on campus. A valid state-issued handicapped license plate or placard is required in order to use these handicapped parking spaces. The Disabilities Coordinator has copies of the applications for both permanent and temporary handicapped placards available for students. The proper PENNDOT forms may also be found at: <http://www.dmv.state.pa.us/forms/index.shtml> .

◆ Enlargement of Texts and Materials

Enlarged-print texts may benefit some students with disabilities. Textbooks can be enlarged on campus, but textbook damage often occurs. Some outside agencies volunteer this service; students may be referred to such a source. Students are therefore encouraged to work with the Disabilities Coordinator to determine how best to obtain enlarged materials.

FACILITATION OF SERVICES

The Disabilities Coordinator is the college representative for all students with disabilities. While the philosophy of the college is that all students must ultimately take responsibility for ensuring that their own needs are met, the Disabilities Coordinator is available to help students with disabilities develop or sharpen the interpersonal communication skills critical to establishing effective relationships with their teachers, their fellow students, and the college staff. The Disabilities Coordinator is also the advocate for all disabled students on campus. Students with disabilities who need support services beyond those described in this brochure are encouraged to work with the Coordinator to explore the possibilities of making such services available. Any student who has concerns or difficulties on campus related to his or her specific needs or to his or her disability should immediately notify the Disabilities Coordinator.

OUTSIDE SERVICE COORDINATION

Some services for students with disabilities may not be directly available on campus but may be provided in coordination with outside agencies. The Disabilities Coordinator will assist students in working with appropriate agencies to arrange for specific services or support; and will, in most cases, be able to help facilitate access to such services. Examples of such off-campus agencies and special services are listed below.

- ◆ Audio Textbooks (RFBD)
Blind or visually impaired students, students with visual perception problems, and/or students with reading disabilities may find audio textbooks helpful to their academic success. The college is a member of Recordings for the Blind and Dyslexic (RFBD) and can often order textbooks on audio CD free of charge for qualifying students, but not all textbooks are available from this service. Students who want to use this service should alert the Coordinator as soon as possible. Students may also wish to obtain their own RFBD memberships for life-long learning needs.
- ◆ Office of Vocational Rehabilitation (OVR)/Blindness and Visual Services (BVS)
Both of these agencies can provide a variety of services and sometimes monetary support to students with disabilities. A student who is not already familiar with these agencies may want to talk with the Disabilities Coordinator about the advantages and opportunities that may be available.
- ◆ Interpreters for the Deaf & Hearing Impaired
Sign-Language Interpreters will be provided for the classroom, for tutoring sessions, for other academic support services, and for college activities. Students who need interpreting services are encouraged to contact the Disabilities Coordinator at least four weeks prior to the start of classes to allow for appropriate arrangements to be made.

Equipment Available

The following is list of some of the equipment available on campus for use by students with disabilities (contact the Disabilities Coordinator for more information):

- ◆ Portable two-track tape recorders
- ◆ Portable VIBE CD players for RFBD audio textbooks
- ◆ VANTAGE Closed Circuit Display (CCD) TV enlarging system (black & white)
- ◆ OPTELEC ClearView 700 Closed Circuit TV enlargement systems with PC monitor interface and full color capability (2 systems)
- ◆ JAWS screen-reader software providing “text-to-speech” for blind/visually impaired users
- ◆ Kurzweil 3000 software providing “read-aloud/read-along” options for users with reading disabilities
- ◆ A small PC lab with college-standard software

NON-DISCRIMINATION POLICY

Butler County Community College is COMMITTED to providing equal opportunity in admissions and treatment of students, in educational programs for students, in employment opportunities and in governance of the College, without regard to race, color, religious creed, ancestry, national origin, handicap or disability, age, or sex.

The College shall take affirmative action to ensure (1) that it does not discriminate against an employee or applicant for employment or another person because of race, color, religious creed, ancestry, national origin, handicap or disability, age or sex; (2) that it does not subject students to unlawful discrimination in the admission process, take any action, direct or indirect, to segregate students in a classroom or course, or subject students to different or separate treatment in, nor restrict the enjoyment by a student of, a service, facility, activity or program at the College on the basis of race, color, religious creed, ancestry, national origin, handicap or disability, age or sex; and (3) that it does not discriminate in the employment of administrators on the basis of race, color, religious creed, ancestry, national origin, handicap or disability, age or sex and that its governance structure includes diverse membership broadly representative of the public interest as may be required by law or regulation.

There shall be no retaliation against any applicant, employee, or student for filing a harassment or discrimination complaint, or assisting, testifying, or participating in the investigation of such a complaint. Any applicant, employee, or student reporting sexual or other harassment or discrimination will also be protected from reprisals or retaliation by the College, any supervisors, and/or co-workers as a result of such complaint(s).

The College is committed to be in compliance with the Pennsylvania Human Relations Act (43 P. S. §§ 951-962.2) and the Pennsylvania Fair Educational Opportunities Act (24 P.S. § 5001-5009). Employment and educational opportunities at Butler County Community College are available to all as required by Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act, the Pennsylvania Fair Educational Opportunities Act, the Pennsylvania Human Relations Act, and all applicable laws and regulations.

For information regarding equal education and employment opportunity including services, activities and facilities that are usable and accessible to disabled persons, contact the Director of Human Resources/Equal Opportunity Compliance Officer, Butler County Community College by telephone at (724) 287-8711, Ext. 8353, or in writing at P. O. Box 1203, Butler, PA 16003-1203. If an applicant, employee, or student is physically or mentally disabled, he/she may request accommodations, academic adjustments, or auxiliary aids or services. Information on the College's services for disabled students may be obtained from the Academic Counselor and Disabilities Coordinator at Ext. 8327. Employees or applicants should contact the Director of Human Resources/Equal Opportunity Compliance Officer at Ext. 8353 for more information.

For information regarding the College's Grievance Procedure, visit our website at www.bc3.edu/humanresources/grievance-procedure.asp or contact the Director of Human Resources/Equal Opportunity Compliance Officer, Butler County Community College by telephone at Ext. 8353 or in writing at the above address.

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