



## **Counseling and Student Disability Services**

### **Student Disability Services Description**

Phone: (956) 872-2173 Fax: (956) 872-0626

<https://studentservices.southtexascollege.edu/counseling/>

#### **STUDENT DISABILITY SERVICES**

Student Disability Services (SDS) provides reasonable accommodations for STC students with documented disabilities. SDS supports the intent and spirit of the Rehabilitation Act and the Americans with Disabilities Act.

#### **WHO IS A QUALIFIED PERSON WITH A DISABILITY?**

A person is considered disabled if they have a physical or mental impairment that substantially limits one or more major life activities such as: caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working OR has a record or history of having such an impairment; OR is perceived by others as having such an impairment.

#### **HOW DOES A STUDENT WITH A DISABILITY ASSERT THEIR RIGHTS IN COLLEGE?**

The student has the responsibility to disclose the disability; provide supporting professional documentation and request specific accommodations.

#### **HOW DOES A STUDENT REQUEST SDS SERVICES AT STC?**

- 1) Apply and be accepted to South Texas College. Students with disabilities must go through the standard admissions process.
- 2) Apply to the office Counseling and Student Disability Services at the college to self-identify and request classroom accommodations.
- 3) Provide documentation of a disability.
- 4) Intake Interview for classroom accommodations.

#### **WHAT ABOUT DOCUMENTATION?**

A student is responsible for providing current documentation. Documentation must not be older than three (3) years. The documentation must be on an official letterhead with an address, phone/fax, and name of the evaluator with professional credentials and date of evaluation. ARD's, IEP's, 504's and Transitional Plan's provide helpful information, however, are not sufficient documentation. The documentation should address diagnosis, prognosis, functional limitations, and educational recommendations.

#### **HOW DOES A DUAL CREDIT STUDENT REQUEST STUDENT DISABILITY SERVICES?**

Dual credit students follow the same procedures and guidelines as other college students. They must disclose their disability to their high school and/or the college in order to request classroom accommodations.

- For classes taught by South Texas College faculty at one of our campuses, accommodations can be requested from Counseling and Student Disability Services.
- For classes taught by South Texas College faculty at a high school, accommodations can be requested from Counseling and Student Disability Services and the college Counselor will coordinate classroom accommodations in collaboration with the student and designated 504/Special Education high school personnel.
- For classes taught by Dual Credit faculty at a high school, accommodations can be requested from the designated 504/Special Education high school personnel.

## HOW DOES A STUDENT RECEIVE ONGOING STUDENT DISABILITY SERVICES?

Students are required to notify a Counselor at the campus the student is going to attend several weeks before the beginning of each semester in order to receive accommodations on a timely basis. Student Disability Services must be requested every semester. Accommodations are not retroactive.

## TYPES OF ACCOMMODATIONS THAT MAY BE AVAILABLE FOR STUDENTS BASED ON THEIR DOCUMENTATION

<input type="checkbox"/> Adjustable Chair, Desk, Table, Stool	<input type="checkbox"/> Extended Time for Test
<input type="checkbox"/> Alternative Test Format	<input type="checkbox"/> Large Print
<input type="checkbox"/> Assistive Listening Devices	<input type="checkbox"/> Lecture Notes/Outlines/PowerPoint Slides
<input type="checkbox"/> Assistive Technology: JAWS, Kurzweil, Omnipage Pro, Read and Write Gold, Zoom Text	<input type="checkbox"/> Magnifier
<input type="checkbox"/> Audio Recorded Class Lectures	<input type="checkbox"/> NCR Paper
<input type="checkbox"/> Braille Printer	<input type="checkbox"/> Note taker, Reader, Scribe
<input type="checkbox"/> Calculator	<input type="checkbox"/> Preferential Seating
<input type="checkbox"/> CCTV Video Magnifier	<input type="checkbox"/> Sign Language Interpreter
<input type="checkbox"/> Distraction-Reduced Testing Environment	<input type="checkbox"/> Textbooks in Alternate Format

The college has flexibility in choosing the specific accommodations it provides to the student, as long as the accommodations selected are effective. These accommodations should be selected after consultation with the student who will use them.

## HOW DOES A STUDENT FILE A COMPLAINT ABOUT SDS SERVICES?

**Informal Complaint Procedure** Students are encouraged to meet with their assigned Counselor who provided the accommodations memo and voice their concerns with the accommodations they have been provided. The student may also meet with the Coordinator of Student Disability Services and/or the Director of Counseling. Counseling and Student Disability Services may be reached at (956) 8722173. If the student is not satisfied with the result, they may file a formal complaint.

**Formal Complaint Procedure at South Texas College A** formal complaint may be filed with South Texas College, Office of Student Rights and Responsibilities located at the Pecan Campus, Student Services Bldg. K Rm 2.1106, Phone: 956-872-2180, email: [crc@southtexascollege.edu](mailto:crc@southtexascollege.edu)

**Formal Complaint Procedure Outside of South Texas College A** student may also file a formal complaint at the Office for Civil Rights – Dallas Office – U.S. Department of Education; 1999 Bryan Street, Suite 1620, Dallas, Texas 75201-6810; Telephone (214) 661-9600; Fax (214) 661-9587; TDD (800) 877-8339; email: [ocr.dallas@ed.gov](mailto:ocr.dallas@ed.gov).

Federal law mandates that a student shall not be retaliated against for filing or participating in a complaint brought against South Texas College for alleging non-compliance with the Americans with Disabilities Act of 1990 or Section 504 of the Rehabilitation Act of 1973.