

Seattle Central College Accessibility Resource Center Student Handbook Policies and Procedures

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**SEATTLE CENTRAL
COLLEGE**

One of the Seattle Colleges

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About the ARC Office

The role of the Accessibility Resource Center (ARC) is to provide services to qualified students regardless of age, gender, race, or sexual orientation who have documented disabilities. This is in accordance with the overall goals and mission of Seattle Central College (SCC) and the Seattle College District's [Policy](#) and [Procedure](#) 387. Title: Reasonable Accommodations for Students with Disabilities.

Accommodations

The accommodation specialist certifies eligibility for students receiving services at the college and assist with students to determine accommodation needs. Once an accommodation has been determined, the ARC facilitates the accommodation process.

Consultations

The ARC offers consultation to faculty, staff, and classified employees of the college for the purpose of designing and maintaining accommodations that provide equal access.

Confidential Files

All contact information and documentation received are kept in confidential files with the ARC for seven years - after which time they are destroyed.

Signing up with the ARC Office

Students must schedule and complete an intake appointment with the ARC office in order to start receiving classroom accommodations at Seattle Central College. Instructors are not required to provide accommodations without a letter of accommodation from the ARC office. The following section explains who is eligible to receive accommodations, how to request them, what documentation is needed. This section will also provide helpful information about setting up accommodations each quarter.

Eligibility for Services

To be eligible for disability related services, students must have a disability as defined by the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Under the ADA and Section 504, a person has a disability if he or she has a physical or mental impairment that substantially limits one or more of the major life activities (walking, standing, seeing, speaking, hearing, sitting, breathing, and taking care of oneself). In order to verify a disability, SCC requires documentation of disability. Students with both long term and temporary disabilities may be eligible for accommodations.

For questions about eligibility, please make an appointment with the ARC accommodation specialist.

General Documentation Guidelines

Documentation is used to allow the specialist to authorize academic adjustments. The professional providing documentation must have first-hand knowledge of the student's condition and be an impartial professional who is not related to the student.

Documentation Should

1. Include a diagnostic statement identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis.
2. Include a summary of the evaluation procedures as well as the name of diagnostic tests and evaluation results used to make the diagnosis.
3. Be current. The age of acceptable documentation is dependent upon the type of disability.
4. Provide a description of the current impact or limitations of the disability on learning or other major life activities.
5. When appropriate, include treatment, medication, and assistive devices currently prescribed or in use.

Arranging Accommodations

New Students

New students must meet with an accommodation specialist for an intake appointment to set up accommodations. Letters of accommodation must be requested for each quarter that students are attending.

Letter of Accommodation (LOA)

At the start of each quarter, students must request a Letter of Accommodation for classes in which they need an academic adjustment. The letter will outline the academic adjustments as specified by the ARC office. The office will not send a letter of accommodation without receiving a student request. Letters can be sent directly to the faculty or students can bring a hard copy of the LOA for the teacher's signature. Hard-copies of the letter must be given to each instructor to sign and then returned to the ARC office by the student.

If a returning student wants to add or make changes to their accommodations, they're required to meet with the accommodation specialist. **Returning students** can [request a Letter of Accommodation](#) using the online form on the left side of our webpage.

The ARC accommodation specialist also reserves the first week of the quarter for drop-ins. This is set up to allow students easy access to the specialist in order to receive accommodation letters. After the first week of the quarter, students can meet with the specialist by scheduling an appointment.

Late Accommodation Request

Accommodations cannot be retroactive. Students who choose to wait beyond the first week of the quarter to request a letter of accommodation may experience a delay in receiving timely accommodations. This is in no way a reflection of the intent of the ARC office. Some accommodations take more time to set up. We do not process accommodation letters during finals week.

Faculty are required to follow accommodation suggestions as specified in the Letter of Accommodation.

Please inform the ARC office in a timely manner of any interruption or failure to receive agreed upon accommodations.

Types of Accommodations

The ARC office at SCC arranges a variety of accommodations for students depending on their disability and needs. Please see the following section for a list of accommodations along with a description and important information about the procedure and timeline for receiving them.

Accommodations Not Provided by the ARC Office

- Provision of attendants for personal care and use
- Individually prescribed devices (eyeglasses, wheelchairs, hearing aids, home computers, guide dogs, etc.)
- Readers for personal use or study
- Transportation services
- Disability assessments
- Waiving required classes

If the accommodation is not granted other options will be discussed between the ARC accommodation specialist, student, and instructor.

Equipment Use

The ARC office provides auxiliary equipment to be checked out based on students' documented diagnosis or disability.

Equipment and Technology Available

- CCTV for the Classroom Use
- Handheld Magnifier
- Electronic Magnification Unit
- Large Key Calculator
- Tape Recorders
- Personal FM Systems
- Podium
- Tables and Chairs (not ergonomic)
- Access to computer with Dragon Dictate
- Access to Zoom Text

Procedure for Checking out equipment

Equipment can be checked out every quarter. Students must complete an Equipment Loan Agreement. Some equipment may need to be returned to ARC office daily. Students are responsible to keep equipment in good working condition. If an item breaks or no longer works it is the students' responsibility to inform the ARC staff as soon as possible so that an item may be repaired and/or replaced. Per the Equipment Loan Agreement, students who don't return equipment will have a hold placed on their school account.

Problems with equipment or technology should be immediately reported to the DSS office by the student using the equipment.

Interpreting Services

The ARC office at Seattle Central College provides American Sign Language interpreting services for Deaf, Deaf-Blind, and Hard-of-Hearing students attending Seattle Central College, Wood Technology Center, and Seattle Maritime Academy. Interpreting services are also available for staff, faculty and campus events at the aforementioned campuses and the Seattle College District office.

Interpreters are assigned by the Interpreter Coordinator based on availability, class schedule and interpreter strengths. Due to demand, personal preference is not guaranteed.

Deaf students request accommodations other than/ in addition to interpreting services must meet with the Accommodation Specialist.

For more information regarding the Seattle College District's policies and procedures regarding interpreting and other services for Deaf people, see Seattle College District [Procedure Number 387.75](#) and scroll down to Procedures and guidelines for the provision of Effective Communication services.

Procedure for Requesting Interpreters

For registered classes: Students must bring in or email a copy of their registration form to the ARC office as soon as they register. Deaf students are eligible for Priority registration for this reason. It is best to request interpreters at least three to four weeks before the quarter starts. The registration form must be turned in to the Interpreter Coordinator in BE 1103 or emailed to signlangreq.central@seattlecolleges.edu. Interpreters will not be scheduled until the registration form is received.

For special events: Students must make a request through the online [Interpreter Request Form](#) to request interpreters for events outside of class activities such as club meetings, orientations, registration, graduation, tutoring, and class activities scheduled beyond regular class hours such as final tests and meetings with instructors. The link for requesting interpreters can also be found on the left hand side of the ARC web page. Requests must be submitted at least 3 business days prior to the request date. For large events requiring more than 2 interpreters, or lasting more than 4 hours, please request interpreters at least a week in advance.

Concerns about or issues related to interpreting services should be immediately reported to the ARC office by the student receiving the interpreting.

Note Taking Services

Procedure for Securing Note Taker

The ARC specialist will meet with the student receiving services to discuss the options around requesting another student to take notes for them.

- Students may choose to ask a student in their class to share their notes.
- Instructors may announce a request for a note-taker during the class
- ARC staff member may come to class and request a note taker. This usually occurs when students wish to remain anonymous.

Instructors may choose to provide class notes to students with disabilities or post class notes to their website. However, we cannot require instructors to provide their own notes to students with disabilities as an accommodation.

The note taker may give notes on NCR paper directly to students at the end of class. Students who wish to remain anonymous may choose to have the note taker bring the notes to ARC office where they will be placed in a file. The ARC student can then pick up the notes.

Students are required to attend class

ARC students are required to attend class in order to receive note taking services. Exceptions are made upon agreement with the ARC specialist. Students receiving notetaking services are responsible for picking up their notes. Students who do not pickup their notes during the quarter may have their notetaking services suspended until they contact the office.

Concerns about or issues related to note takers should be immediately reported to the ARC office by the student receiving the notes.

Priority Registration for classes

Seattle Central College priority registration each quarter for those students whose documentation indicates a disability-related need. Priority registration is one week prior to general registration.

Common reasons for Priority registration appointments include:

- Scheduling classes around medications
- Medical treatment appointments
- Issues around personal home aides
- Arrangement for auxiliary aids (i.e. interpreters)
- Arrangement to order books in an electronic format.
- Schedule classes around mobility issues.

Procedure for Receiving Priority Registration

A week prior to general registration, students can bring their enrollment form to the ARC office for a signature. Students can then take the signed registration form to the registration office. Early registration cannot be done in the online portal.

Once registered, students need to arrange accommodations for classes.

Test Taking Accommodations

Tests with extended time are administered in the ARC office BE 1103 or the SCC Testing Center BE 1106. Student requesting readers/scribes, computers or other auxiliary equipment for a test, must schedule with ARC staff at least two days before test.

Types of Alternative test taking accommodations

Proctor to act as a reader and/or scribe: The ARC office will schedule an employee to read and write verbal answers on a test or quiz for students with a visual or mobility impairment. The test is generally given in the ARC office.

Extended test taking time: Students are allowed additional time to complete a quiz or exam. Students who qualify are generally given double time. Unlimited time is not an option for exams. Instructors have the option of adding additional time.

Procedures for Testing Accommodations

Before the test

Students must notify the Testing office/ARC office (24hrs or more) prior to the test date of an exam. Because testing space is limited in the ARC office, students who book space for their exams in advance will be given priority.

Instructors send tests to the Testing Center office BE 1106 or ARC office BE 1103 through the mail or delivery in person. Instructors also have the option of emailing the test as an attachment to arc.central@seattlecolleges.edu (ARC office) or SCCCTesting@seattlecolleges.edu (Testing Center). The instructor will include any specific test taking instructions relevant to the exam on the test information sheet. On this sheet instructors will include their name, student's name, date and time the test will be given, how long the rest of the class is given to take the test, what materials are allowed during the test, what the student should bring to the test, and how they want the test delivered.

Students may need to make special arrangements to schedule an alternative time if they have classes before and after the test. Students taking tests outside of the ARC office hours must make arrangements with the ARC office and the instructor at the beginning of the quarter.

At the time of the test

Students must show up at the appropriate place and time to take the test. All tests start at the same time the class starts unless alternative arrangements have been made with the instructor and the ARC office. Students who show up late for their test will not be given extra time beyond

the scheduled double time. Students who arrive for a test after the cut-off start time, or do not show up during the test time will not be allowed to take the test without special permission from the instructor.

While taking test students are required to leave all back packs, bags phones and other materials other than those specified by the instructor, in the designated front office area.

Once a student starts a test, they cannot leave part way through to go to another class or get food and then return to finish the test.

When the test is over

Upon completion of the exam the Testing Office will return the exam as indicated by the instructor on the test information sheet. The test will be returned via campus mail, picked up by the instructor, faxed to the instructor, or in some cases the instructor will ask the student to return the test back themselves.

Textbooks and Printed Materials

The ARC office offers support in obtaining required printed academic materials in alternative formats to those students requiring this service based on disability. ARC depends on the cooperation of students to submit requests in a timely manner.

Description of Alternative Formats

E-books: book in electronic format that can be read from an E reader program or run on a text to voice program such as JAWS.

Enlargements: Black and white enlarged copies of the syllabus, handouts, class notes and text book assignments. Class notes must be written in pen in order to be enlarged.

Procedure for Obtaining Text in Alternative Format

Students requesting books in alternative formats must complete the [Alternative Format Request Form](#) found on the side bar of the ARC web page. This should be done at least three weeks prior to the beginning of the quarter. Students must submit the book request as soon they know which books are needed to ensure that the ARC office has sufficient time to request and receive an alternate format from the publisher. Students must first purchase a hard copy of the book and show a proof of purchase to the ARC office before they can receive their book in the alternate format.

Enlargements of specific chapters in a text, class materials, and class notes can be requested at the ARC office. The amount of time needed to make copies will depend on the format and amount of information needing to be enlarged.

Students are encouraged to register with the National Recordings for the Blind and Dyslexic and the Washington Library for the Blind and Physically Handicapped.

Running Start

Running Start students with qualifying disabilities are protected under the ADA.

The primary responsibility for self-advocacy and requesting accommodations belongs to the student. Running start students follow the same process and receive the same accommodations, outlined in this handbook, as all students served by the ARC office.

Policies and Procedures

- High school Individualized Education Program (IEP) and 504 plans do not directly transfer to college accommodations. Accommodations will be determined by the accommodation specialist based on student's documentation and individual need.
- The student must provide documentation of disability to the ARC office and meet with the accommodation specialist to [set up accommodations](#).
- Seattle Central College does not provide diagnostic evaluations.

Difference from High School Services

- The ARC office does not track student progress in classes. It is the student's responsibility to attend classes, track grades, keep track of projects, assignments, and test dates, and make appointments with instructors for assistance.
- If a student is not receiving the classroom accommodations as agreed upon, it is their responsibility to meet with the accommodation specialist to resolve the issue.
- Grading and test format changes (e.g. multiple choice vs. essay) are generally unavailable.

Role of Parent or Guardian

Running Start students are considered college students and are covered by FERPA. We cannot release a student's information without their written permission. Student information includes meetings with students, accommodations, attendance, class progress, or concerns. A student may submit a release of information form if they would like us to discuss their progress with their parent or guardian. Students can receive a release of information form by emailing arc.central@seattlecolleges.edu. For more information concerning FERPA please see our district [Student Right-to-Know / Rules and information](#) web page.

Additional Policies and Procedures

The following policies and procedures have been established by Washington State, the Seattle College District, Seattle Central College, and/or the ARC office.

Service Animal Policy

The following policies and procedures have been established in accordance with the Americans with Disabilities Act (ADA). Service animals are permitted in college facilities. The ADA definition of service animals is:

“...any animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including but not limited to, guiding individuals with impaired vision, alerting individuals who are hearing impaired to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.”

A domestic animal kept for pleasure or companionship is considered a pet and is not permitted in college facilities. Permission may be granted by an instructor, dean, or other college administrator for a pet to be on campus for reasons not related to a disability.

Requirements of Service Animals and Their Owner

The owner must always be in full control of the animal: The care and supervision of the service animal is solely the responsibility of its owner.

The service animal must be on a leash at all times: The City of Seattle Municipal Code 18.12.030 states: “a leash means a cord, rope, thong, or chain not more than eight feet in length by which the animal is controlled by the person handling it.”

The service animal must have current license tags and vaccinations: The City of Seattle Municipal Code 9.25.051 states: “Dogs four months old or older shall be vaccinated against rabies;” “all license tags issued shall be securely fastened to a collar or other like harness which shall be worn by the animal at all times when off the premises of the licensed owner.”

Circumstances in which an owner may be asked to remove a service animal:

Disruption: An owner may be asked to remove an animal from college facilities that is unruly or disruptive. If the improper behavior occurs repeatedly, the owner may be told not to bring the animal into any college facility until the owner has taken significant steps to mitigate the behavior.

Illness: Service animals that are ill should not be taken into public areas. An owner with an ill animal may be asked to leave college facilities.

Student Complaint Policy

In every institution, problems can sometimes occur. In order to ensure students are treated fairly, the Seattle College District has developed a [policy](#) and [procedure](#) (370.10-.40) for students who wish to register a complaint. Students may pick up a copy of the complaint form at the ARC office.

Complaint Process Progression

If a student feels that an accommodation is not being met, they should first go to the employee who is not following through with the accommodation to see if their issue can be resolved. If the student is unable to resolve the issue with the employee or is unable to meet with them, the student can request a meeting with the ARC director to help resolve the problem.

If the accommodation issue has not been resolved, students should complete the ARC Complaint Form. (Listed under forms on the ARC website) It is the student's responsibility to turn this form to the Dean of Student Life and Engagement.

ARC director or ADA Compliance Officer will then request to meet with the student regarding the issue. If an agreement cannot be met, then the student will forward the complaint to the Disability Advisory Committee with the assistance of the ARC office.

The Disability Advisory Committee will respond within 15 days of receiving the complaint.

If the Disability Advisory Committee has been unable to resolve the student's concerns, the campus president will make the final decision regarding the complaint, [Procedure](#) 387.80.01(1) Student Complaints [Policy](#).

If a student still has a grievance after following the process as described and would like a channel or a channel of resolution outside the institution, contact:

United States Department of Education -Office for Civil Rights:

Telephone: 206-607-1600, FAX: 206-607-1601; TDD: 800-877-8339

Address: 915 2nd Ave Suite 3310 Seattle, WA 98174

Email Address: OCR.seattle@ed.gov

Web Site: www.ed.gov/ocr

Legislative Mandates

The ARC office at Seattle College District is in compliance with Federal Laws regarding accommodations for persons with disabilities.

Section 504 of the Rehabilitation Act of 1973

Congress passed **Section 504** of the Rehabilitation Act in 1973. It is designed to prevent discrimination against individuals with disabilities and states that:

“No otherwise qualified individual with handicaps in the United States... shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance...”

The Americans with Disabilities Act

The **Americans with Disabilities Act (ADA)** was signed into law in July 1990. It is patterned after Section 504 but it extends the civil rights protections of Section 504 to persons with disabilities in private sector employment, all public services, transportation and telecommunications.