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# Resource Guide to Programs and Services for Students with Disabilities Attending State Funded Community Colleges in Florida



Third Edition, June 30, 2006 ©

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Produced by the ADA Compliance Office at the University of Florida for students, families, teachers, faculty and administrators.

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# A Letter from the Author

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June 30, 2006

Welcome to the 3<sup>rd</sup> Edition of the Resource Guide:

Throughout the State of Florida, an effort is being made to make college campuses more physically accessible. However, many people believe that some look at only the physical access and often forget other aspects of access. This *Guide* looks at programmatic access, and has been developed in an effort to provide information that will assist you in your task of selecting which community college to attend. The goal is very simple, to provide quick and easy information about the services available to students with disabilities.

Prior to making the decision on which college you will attend, you are encouraged to visit the campuses that interest you, find out what the physical environment is like, and most important, find out what the attitude towards students with disabilities is like. Whether or not you have a disability, each campus has something to offer, but not every campus is suited toward every student. You may want to be close to home, near the water, or be close to a major hospital. In any case, you need to make an informed decision on which college you will attend. Selecting a college will be one of the most important decisions of your educational career. This *Guide* has been developed to assist you in making that very important decision.

This *Guide* provides an overview of the services which are available. Take it one step further, and call some of the individuals listed in this book and find out exactly what each college has to offer.

Best of luck.

Sincerely,

Dr. Kenneth J. Osfield  
ADA Compliance Office

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## Alternative Formats

This document is in PDF format and can be viewed by most screen readers and can be downloaded for hard copies. There are no printed copies available so alternative formats are at the reader's discretion. For more information, contact the ADA Office at (352) 392-7056, or email Dr. Kenneth Osfield at [osfield@ufl.edu](mailto:osfield@ufl.edu).

## Telephone Contact

For those individuals with hearing and speech related disabilities when trying to contact a college that does not list a TDD/TTY number please use the Florida Relay Service at 1-800-955-8771 or 711 (see page 13).

# Introduction

This *Guide* has these fundamental goals: to heighten awareness, to provide basic information and to acquaint readers with campus and community resources available to assist them in working with individuals who have disabilities. The means of achieving these goals often are not merely matters of judgment. They are matters of knowledge and sensitivities that most of us simply do not have because of lack of experience in interacting with individuals who have disabilities.

In this 3rd edition the introductory information has been expanded and the format of the publication has been changed.

Students with disabilities are a rapidly growing minority at universities in Florida and elsewhere in American higher education. It is estimated that approximately 10% of the student body across the country has a disability. Nationally, between 1978 and 1994, the proportion of college freshmen with disabilities tripled from 2.6% in 1978 to 9.2% in 1994 (HEATH, National Clearinghouse on Postsecondary Education for Individuals with Disabilities, Vol. 14, No. 2 & 3, June/July, 1995). The HEATH Resource Center in a December 2002 newsletter reported that approximately 9.3% of all undergraduates reported having a disability on the National Postsecondary Student Aid Survey. It is also estimated that at least 10% of the overall college population has at least one disability (US Census).

President George Bush signed the Americans with Disabilities Act (ADA) into law on July 26, 1990. This law reinforces the concept of reasonable accommodations in education and mandates

greater access to employment, transportation, and public accommodations for individuals with disabilities.

There is a legal imperative for equal access, which is embodied in Section 504 of the Rehabilitation Act of 1973, often referred to as the “Civil Rights Act” for people with disabilities. It states, in part:

*No otherwise qualified individual with a disability shall, solely by reason of his disability, 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.*

In order to comply with this imperative, community colleges that receive federal assistance must assure that the same educational programs and services offered to other students are available to students with disabilities.

To accomplish this goal, both physical and programmatic access must be provided. This means more than the removal of architectural barriers and the provision of auxiliary services. It means that reasonable accommodations must be made in the instructional process to ensure full educational opportunity. This principle applies to all teaching strategies, as well as to institutional and departmental policies.

# Effective Classroom Accommodations

## Background for classroom accommodation

The concept of classroom accommodations for students with disabilities is not new. As a result of the Rehabilitation Act of 1973 (Section 504), students have been requesting and receiving classroom accommodations for years. However, the ADA has brought more attention to accommodating the needs of individuals with disabilities. As a direct result of the passage of the ADA, the number of students who have identified themselves as having disabilities has increased markedly. Why the increase? Thanks to education, people with disabilities are becoming aware of their rights and are more inclined to be assertive when requesting accommodations. Also more institutions are aware of their responsibility and have designated funding, staff, and other resources to ensure that the needs of students with disabilities are being satisfied.

## Procedures for providing accommodations

In order to assist faculty and students, colleges listed in this publication have established procedures for students to request accommodations based on a disability. The

process is designed to minimize the impact upon faculty members and maintain privacy rights of the student, while providing the necessary accommodations for the student. Those procedures vary from institution to institution. For specific college procedures refer to the individual pages devoted to each institution.

## Documenting disabilities

All students with disabilities, whether a visible or hidden disability, who request an accommodation are required to provide appropriate documentation of that disability to the appropriate agency on a particular campus. For more information on the exact procedures please contact the institution of interest.

# Responsibilities

## Community College Responsibility

Faculty members are usually the first to know that a student with a disability is in class. Students with disabilities are not required to register with any agency on campus, unless they request specific classroom accommodations as a result of their disability. At that point they are required to register with the designated agency on that campus. It is the college's responsibility to provide assistance once notification has been given that someone has a disability. Each college covered in this publication has specific procedures in place to ensure that students with disabilities receive the appropriate accommodations. With that said though, the college must not take a laissez-faire approach to the accommodation process. The institution should provide information about the services available at every possible opportunity.

Reasonable accommodation in the classroom is an individual civil right guaranteed by federal legislation (ADA and Section 504). Once the accommodations are identified, the accommodations must be provided. The only option is how the accommodation will be provided. Most classroom accommodations are easy to arrange and will not take much time to administer.

The issue of fairness and classroom accommodation is raised often. Classroom accommodations provide an opportunity for students with disabilities to compete on equal terms with other students in class. Individual accommodations are a civil right guaranteed under federal law. The accommodations prescribed through the Disability Resource Office are not frivolous or arbitrary. They are individually designed for each student based on appropriate documentation on file in the office. Although accommodations may appear similar for

many students, they are typically based on individualized need and disability documentation.

- Exam delays
- Reduced course load
- Providing copies of overhead demonstrations and lecture notes
- Captioning or transcription work
- Enlarged print on exam questions or class materials
- Readers
- Use of computers in taking tests
- Alternative test formats
- Alternative access to material covered in a field trip
- Advanced copy of syllabus, textbook and course materials
- Extra time on tests, exams and quizzes
- Flexible attendance policies
- Tape-recording exam questions and answers

## Student Responsibility

Students with disabilities are responsible for ensuring that the community college of choice is aware of their disabilities that require accommodations during their enrollment. Students with disabilities should contact the appropriate agency on campus, and make arrangements to discuss what accommodations are needed. It is strongly advised that the initial meeting or discussion take place prior to the start of school.

Students with disabilities must maintain the same responsibility for their education as students who are non-disabled. This includes achieving the same academic standards, attending class, maintaining appropriate behavior, and providing timely notification of individual needs.

# Where to Go for Help

It would be impossible to address every aspect of college life affecting students with disabilities. The purpose of this section is to highlight some of the critical issues when advising students with disabilities.

Under both the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 (Section 504), colleges cannot discriminate against qualified individuals with disabilities. To ensure that discrimination does not take place, every public institution was required to self-evaluate its programs, services, and activities; and the rules, policies, and procedures that guide the administration of those programs, services, and activities.

Due to the nature of higher education in Florida, there are many legislative statutes that dictate how education is directed. Some of those statutes, and their ensuing rules, policies, and procedures have the effect of discriminating against qualified individuals with disabilities. Each college, in turn, institutes its own rules to address those state rules. Whether a state or local rule, a review of policies and procedures should have taken place, and changes should have occurred if the policies or procedures were found to have a discriminatory affect.

## Self-Identification

Students with disabilities are not required to inform the community college that they have a disability either in the admission process or while enrolled. For those students with disabilities who request specific classroom accommodations or ask for individual consideration in the application process, then and only then, can the appropriate college office ask for documentation to verify the disability.

## Documentation

When are students required to provide documentation that verifies their disability? At the point a student with a disability requests an accommodation they

should submit the appropriate documentation of their disability. Each community college has procedures in place that outline what is required.

## When are substitutions or modifications not required?

When the substitution or modification to the admission or graduation requirement will result in a fundamental alteration (ADA, §1007.264, §1007.265) in the nature of the program, then the substitution or modification is not required. Or, when the institution can demonstrate that an academic requirement is essential (Section 504) to the program of instruction being pursued by the student or to any directly related licensing requirement then it is not required. In most cases, general education requirements can be and are substituted regularly (e.g., Foreign Language, Gordon Rule computation and communication). On the other hand, courses that are considered a fundamental part of the program do not have to be changed.

## Admission, Substitution & Graduation Requirements (§1007.264, §1007.265)

Under the guidelines spelled out in §1007.264/ §1007.265 and FAC Rule 6C-6.018 a student who is hearing impaired, visually impaired, or dyslexic, or who has a specific learning disability, is eligible for reasonable substitution for any requirement for admission or graduation, when documentation is provided that the student's failure to meet the requirement is related to their disability, and when the failure to meet the graduation requirement does not constitute a fundamental alteration in the nature of the program.

Academic requirements that the institution can demonstrate are essential to the program of instruction being pursued by the student or to any directly related licensing requirement are not regarded as discriminatory. Each request is reviewed individually.

# Dispelling Myths

Academic requirements that the institution can demonstrate are essential to the program of instruction being pursued by the student or to any directly related licensing requirement are not regarded as discriminatory. Each request is reviewed individually.

The similarities of students with disabilities to students without disabilities are greater than their differences. The first step in teaching students with disabilities is easy: **treat them as you would all students**. After all, they come to college for the same reasons others come, and they bring with them the same range of backgrounds, intelligence, and scholastic skills. These truths are easier stated than acted upon. The best of intentions may be derailed by attitudes that dramatically distort our interaction with people who have disabilities.

Attitudes that distort our relationships with people who have disabilities may occur without malice, and are often the result of fears, guilt or inexperience with individuals who have disabilities. Distorting attitudes can be devastating to persons with disabilities. Unfounded or inappropriate attitudes reduce or bias our expectations of individual performance.

Defining a person by the disability, not by the person's humanness, leads us to isolate and segregate people with disabilities. It also hurts their pride and damages their confidence. Unfounded or inappropriate attitudes can be more disabling than any diagnosed disability.

Stereotyping prevails on campus, as it does in the larger society. In college, though, it not only perpetuates the prejudicial treatment encountered by people with disabilities elsewhere, but it also may undermine scholastic performance or access to educational opportunities. Stereotyping also reinforces barriers that students with disabilities are trying to overcome at critical junctures in their lives.

Revising our perceptions and attitudes is the first step in accommodating students with disabilities. It is vital to remember that similarities among all students are much more significant than their differences: they are all, first and foremost, students.

# Rehabilitation Act of 1973

## Rehabilitation Act of 1973

Section 504  
Federal Register / Vol. 45  
*No. 92, pp. 30937-30944*

Section 504 is designed to eliminate discrimination on the basis of disability in any program or activity receiving federal financial assistance. It states that no qualified person with a disability shall, on the basis of the disability, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance. "Persons with disabilities" means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment or is regarded as having such an impairment.

## Admissions and Recruitment

Qualified persons with disabilities may not, on the basis of disability, be denied admission or be subjected to discrimination in admission or recruitment. Community colleges benefiting from federal financial assistance may not make pre-admission inquiry as to whether an applicant for admission is a person with a disability. After admission, the college may make inquiries on a confidential basis as to disabilities that may require accommodation.

## Academic Adjustments

Community colleges shall make such modifications to academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of a disability, against a qualified applicant or student with a disability. Academic requirements that the program can demonstrate are essential to the program of instruction being pursued by such student, or to any directly related licensing requirement, will not be regarded as discriminatory within the meaning of this section.

Modifications may include changes in the length of time permitted for the completion of degree requirements and adaptation of the manner in which specific courses are conducted. Community colleges shall take such steps as are necessary to ensure that no student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under the education program or activity operated by the school because of the absence of educational auxiliary aids for students with impaired sensory, manual, or speaking skills.

# Americans with Disabilities Act

## Americans with Disabilities Act

The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990. This act protects millions of Americans with disabling conditions from discriminatory practices in public accommodations (including colleges and universities), employment, transportation, and telecommunications. The ADA extends the coverage of Section 504 of the Rehabilitation Act of 1973.

The ADA protects individuals with a physical or mental impairment that substantially limits one or more of the major life activities, has a record of a disability or is regarded as having a disability.

## Employment

Community colleges, as employers of students, faculty and staff, may not discriminate against qualified individuals with disabling conditions and must reasonably accommodate the disabilities of qualified applicants or employees unless undue hardship would result.

## Public Services

Community colleges may not discriminate against qualified individuals with disabling conditions by excluding them from

participating in or denying them the benefits of the services, programs, or activities of the college.

## Public Accommodations

Public facilities of state community colleges, including student unions, museums, athletic arenas, auditoriums, libraries, recreational facilities, etc., must be accessible to individuals with disabling conditions.

## Telecommunications

Community colleges are required to ensure that communications with members of the public and students with disabilities are as effective as communications with others. For persons with hearing and speech impairment, the colleges are required to provide telecommunications devices for the deaf (TDD/TTY) using relays or other equally effective systems.

## Questions

All questions related to students with disabilities should be referred to the campus agency responsible for providing services to students with disabilities.

# State Guidelines

## Ch. §1000-1013 K-20 Educational Code

### ***§1007.02(2) Access to postsecondary education and meaningful careers for students with disabilities; popular name; definition***

§1007.02(2) For the purposes of this act, the term “student with a disability” means any student who is documented as having mental retardation\*; a hearing impairment, including deafness; a speech or language impairment; a visual impairment, including blindness; a serious emotional disturbance, including an emotional handicap; an orthopedic impairment; autism; a traumatic brain injury; or a specific learning disability, including, but not limited to, dyslexia, dyscalculia, or developmental aphasia.

\*Admission - mental retardation is not a covered disability within the community college or university system

### ***§1007.263 Community colleges; admissions of students***

§1007.263 Each community college board of trustees is authorized to adopt rules governing admissions of students subject to this section and rules of the State Board of Education. These rules shall include the following:

§1007.263(5) A student with a documented disability may be eligible for reasonable substitutions, as prescribed in ss. 1007.264 and 1007.265.

Each board of trustees shall establish policies that notify students about, and place students

into, adult basic education, adult secondary education, or other instructional programs that provide students with alternatives to traditional college-preparatory instruction, including private provider instruction. A student is prohibited from enrolling in additional college-level courses until the student scores above the cut-score on all sections of the common placement test.

### ***§1007.264 Impaired and learning disabled persons; admission to postsecondary education institutions; substitute requirements; rules.***

§1007.264 Any student with a disability, as defined in §1007.02(2), except those students who have been documented as having mental retardation shall be eligible for reasonable substitution for any requirement for admission into a public postsecondary educational institution where documentation can be provided that the person’s failure to meet the admission requirement is related to the disability. The State Board of Education shall adopt rules to implement this section and shall develop substitute requirements where appropriate.

### ***§1007.265 Impaired and learning disabled persons; graduation, study program admission, and upper-division entry; substitute requirements; rules***

§1007.265 Any student with a disability as defined in §1007.02(2), in a public postsecondary educational institution, except those students who have been documented as having mental retardation, shall be eligible for reasonable

substitution for any requirement for graduation, for admission into a program of study, or for entry into the upper-division where documentation can be provided that the person's failure to meet the requirements is related to the disability and where failure to meet the graduation requirement or program admission requirement does not constitute a fundamental alteration in the nature of the program. The State Board of Education shall adopt rules to implement this section and shall develop substitute requirements where appropriate.

***§1008.29 College-level communication and mathematics skills examination (CLAST)***

§1008.29(5) Any student who, in the best professional opinion of the college, has a specific learning disability such that the student can not demonstrate successful completion of one or more sections of the college-level communication and computation skills examination and is achieving at the college level in every area except that of the disability, and whose diagnosis indicates that further remediation will not succeed in overcoming the disability, may appeal through the appropriate dean to a committee appointed by the president or vice president for academic affairs for special consideration. The committee shall examine the evidence of the student's academic and medical records and may hear testimony relevant to the case. The committee may grant a waiver for one or more

sections of the college-level communication and computation skills examination based on the results of its review.

***§1009.41 State financial aid; students with a disability***

Notwithstanding the provisions of §1009.40(1)(b)1.b regarding the number of credits earned per term, or other financial aid eligibility requirements related to the number of required credits earned per term, a student with a documented disability, as defined by the Americans with Disabilities Act, shall be eligible to be considered for state financial aid while attending an eligible postsecondary institution on a part-time basis. The State Board of Education shall establish the necessary criteria for documentation of the student's disability, and the postsecondary institution shall make the determination as to whether or not the disability is such that part-time status is a necessary accommodation. For the purposes of this section, financial aid funds may be prorated based on the number of credit hours taken.

# Florida Relay 711

Individuals with hearing impairments, when trying to call a university, should use Florida Relay 711 (formerly the Florida Relay Service) if the department does not list a TDD number.

## Things to Remember

- To make a call through Florida Relay 711, one party needs a TDD, while the other has a regular telephone.
  - Calls to Florida Relay are answered by a communication assistant at the FR Center in Miami. The assistant will serve as liaison between the caller and individual being called. Each spoken word is typed into the TDD by the communications assistant. The TDD response is relayed to the communications assistant who speaks to the hearing person.
  - There is no charge for this service, except on long distance calls, which are offered at discount rates.
  - Florida Relay provides a toll-free 900 number 900-230-6868 which connects relay callers to any 900 or 800 Pay Per Call services. The caller is responsible for direct billing.
  - The service is available 24 hours a day, 365 days a year.
- The service should not be used in an emergency. Dial 911 first.
  - All relay users should have their numbers ready when they call FR.
  - Hearing persons can reach individuals who are deaf, deaf-blind, hard of hearing, and speech impaired by using the service.
  - FR should not handle TDD-to-TDD calls. Direct TDD calls should be made without FR assistance.

For information on how to obtain a TDD, and other assistance, call 1-800-222-2346.

For more information, visit the Florida Telecommunications Relay, Inc. website at [www.ftri.org](http://www.ftri.org)

# Emergency Procedures

## Emergency Evacuation Procedures for Individuals with Disabilities

At some time almost everyone requires assistance in some way. People with disabilities are no different. Not everyone with a disability will require assistance in an emergency. Each individual must evaluate their own situation and decide if they need assistance. It is the responsibility of each person to ask for help when needed.

Many staff, students, and faculty with mobility related disabilities have asked the following questions: What am I supposed to do in the event that an emergency occurs in the area where I work and/or live? If you have asked this question you are not alone. Contact the appropriate campus agency to find out what evacuation procedures have been developed for that campus.

### Evacuation procedures are developed to:

- Provide information and options to people with disabilities about what to do in the event of an emergency while on campus.
- Provide information to the entire campus on how to assist people with disabilities in the event of an emergency.

### What Should be Done to Plan for the Assistance Needed to Evacuate?

- The time to plan for an emergency is before the emergency occurs. You should think about what you will do in the event of an emergency evacuation.
- Plan ahead – know the areas where you work and study. Check all areas out completely. Is there ground floor access? If there is not, and you normally use an elevator to enter

and leave the building, you will need evacuation assistance. Do this for all area which you travel to on campus.

- Once you have a plan, practice that plan. If you would like some assistance in developing an emergency assistance plan, contact the Disability Resource Program on your campus.
- Write down the emergency numbers and contacts on your campus and keep them with you.
- Employees should discuss emergency concerns with their supervisor. Students should discuss concerns with the Disability Resource Director. If you will need some type of assistance, notify the appropriate people. *Employees and students are responsible for seeking appropriate assistance.*
- Find a friend/co-worker that is willing to assist during an emergency. It is a suggested you find more than one friend/coworker in the event that a person is unavailable during an emergency.

### Know the building in which you work or study

- Where are the entrances and exits on the floor where you work or live? Learn the location of all exits on each floor of the buildings you routinely use. When developing your Emergency Plan include at least two exits at each location. Check each area you use carefully. Examine stairwells and doorways for clearances.
- Do you have access to the ground floor? Do you need an elevator? **DO NOT USE ELEVATORS DURING AN EMERGENCY UNLESS INSTRUCTED TO DO SO BY EMERGENCY STAFF.**

# Identifying Disabilities

Each student brings a unique set of experiences to college, and a student with disabilities is no exception. While many students learn in different ways, their differences do not imply inferior capacities. There is no need to reduce course requirements for students with disabilities. However, special accommodations may be needed.

Determining that a student has a disability may not always be a simple process. Visible disabilities are noticeable through casual observation. For example, a person using a cane, wheelchair, or crutches may indicate that the individual has a physical impairment.

Other students may have hidden disabilities, such as hearing impairments, legal blindness, cardiac conditions, learning disabilities, cancer, diabetes, kidney disease, psychiatric or seizure disorders, among others. Such disabilities are not visibly noticeable, therefore they are considered hidden.

Finally, there are students with multiple disabilities, which are caused by such primary conditions as muscular dystrophy, cerebral palsy, multiple sclerosis, or traumatic brain injury. Depending on the nature and progression of the condition or injury, it may be accompanied by a secondary impairment, such as difficulty with mobility, vision, hearing, speech, or coordination. These secondary impairments may, in fact, pose greater difficulties than the primary disabilities.

Some students with disabilities will identify themselves as such by contacting the designated campus agency and their instructors before or early in the semester. Others, especially those with “hidden” disabilities, may not identify themselves because of their fear of others’ disbelief either about the legitimacy of their disability or about the need for accommodation. Such students, in the absence of instructional adjustment, may run into trouble in their college work. In a panic they may identify themselves as disabled just before an examination and expect instant attention to their needs. If that happens, the faculty member should contact the appropriate campus agency for assistance in dealing with unanticipated accommodations.

# Categories of Disabilities

## Categories of Disabilities

Florida community colleges ask students with disabilities to voluntarily identify themselves and their specific disabilities. The information is kept confidential and is used to provide services to students.

Within the guidelines of ADA and the Rehabilitation Act of 1973 (Section 504), a student with a disability means an individual who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having an impairment. Within the definition listed it is then up to each college to determine who is and is not disabled.

The Florida Legislature has redefined a list of disability categories through state statute §1007.02(2)- see page 11. Also, the State, through the Florida Administrative Code Rule 6A-10.041, has further elaborated upon the definitions of hearing impairment, visual impairment and specific learning disability.

**Please note:** No matter what categories are listed, the college will determine who is considered disabled. Within the individual college pages the categories vary and in some cases colleges have decided not to list categories.

### Hearing Impairment

A hearing loss of 25 decibels, plus or minus 5, or greater than 25 decibels, pure tone average of 500, 1000, 2000HZ, ANSI, unaided, in the better ear. Examples include, but are not limited to, conductive hearing impairment or deafness sensorineural hearing impairment or deafness, high or low tone hearing loss or deafness, and acoustic trauma hearing loss or deafness.

### Visual Impairments

Disorders in the structure and function of the eyes

as manifested by at least one of the following: (a) visual acuity of 20/70 or less in the better eye after the best possible correction (b) a peripheral field so constricted that it affects one's ability to function in an educational setting (c) a progressive loss of vision that may affect one's ability to function in an educational setting. Examples include, but are not limited to, cataracts, glaucoma, nystagmus, retinal detachment, retinitis pigmentosa, and strabismus.

### Specific Learning Disability

A disorder in one or more of the basic psychological or neurological processes involved in understanding or in using spoken or written language. Disorders may be manifested in listening, thinking, reading, writing, spelling, or performing arithmetic calculations. Examples include dyslexia, dysgraphia, dysphasia, dyscalculia, and other specific learning disabilities in the basic psychological or neurological processes. Such disorders do not include learning problems that are due primarily to visual, hearing, or motor disabilities, mental retardation, emotional, disturbance, or an environmental deprivation.

### Orthopedic Impairments

Musculoskeletal and connective tissue disorders, neuromuscular disorders, and physically disabling conditions that may require an adaptation to one's school environment or curriculum. Examples include but are not limited to cerebral palsy, absence of some body member, clubfoot, nerve damage to the hand and arm, cardiovascular aneurysm, head injury and spinal cord injury, arthritis and rheumatism, intracranial hemorrhage, embolism, thrombosis (stroke) poliomyelitis, multiple sclerosis, Parkinson's disease, congenital malformation of brain cellular tissue, and physical disorders pertaining to muscles and nerves, usually as a result of disease of birth defect, including but not limited to muscular dystrophy and congenital muscle disorders.

## Speech Impairments

Disorders of language, articulation, fluency, or voice, which interfere with communication, pre-academic learning, vocational training, or social adjustment. Examples include but are not limited to cleft lip and/or palate with speech impairment, stammering, stuttering, laryngectomy or aphasia.

## Autism

Autism and its related disabilities under the Pervasive Developmental Disorder (PDD) classification are neurobiological-based developmental disabilities that are characterized by difficulties in communicating effectively (e.g., asking for help or clarification), developing social relationships, and interacting with others appropriately. The significance of impact varies widely, but an estimated 20%-25% of individuals who have been diagnosed with this disability have the ability to perform academic functions at or beyond the level of other university students.

## Traumatic Brain Injury

Students with traumatic brain injuries are becoming increasingly more prevalent. These students often exhibit one or more of the following symptoms: short-term memory problems, serious attention and concentration deficits, sensory dysfunction, cognitive deficits, behavior problems, problems with judgment and organization, anxiety attacks, and difficulties with mobility.

## Serious Emotional Disturbance, Including an Emotional Impairment

Any emotional or behavioral neurosis that has, or could create, an unstable condition in the individual's actions. This includes, but is not limited to, psychotic disorders, psychoneurotic disorders, alcoholism, drug dependence, and other character, personality, and behavior disorders.

## Should a student tell the college about a disability?

That is for the student to determine. The following may help you in making a more informed decision:

1. It is illegal for any college to make pre-admission inquiries about a student's disabilities.
2. Students with disabilities apply under the same guidelines as all other students.
3. The only time a disability needs to be mentioned in the application process is if a student wishes to apply for special admission consideration.
4. Once admitted, a student is required to register with the college office responsible for programs and services for students with disabilities in order to receive services.

## Documentation of the Disability

After students are admitted and register with the office responsible for programs and services for student with disabilities, they are required to verify their disabilities. In order to secure services on the first day of classes, the student should make contact early and provide requested medical or psycho-educational evaluation that has been completed within a certain period of time as determined by each college. For a student in high school whose most current evaluation occurred more than three years ago, a new reevaluation before graduation is recommended. After high school graduation, evaluations are generally at the student's expense.

# Support Services

## Department of Labor and Employment Security

### Division of Vocational Rehabilitation (VR)

The rehabilitation services provided by this division are important to an individual whose ability to work is impeded by a physical or mental disability. VR assist individuals with disabilities as they prepare themselves for, find, and return to gainful employment.

A VR counselor determines eligibility after obtaining a complete understanding of the applicant's situation. The three eligibility criteria are:

1. The applicant must have a physical, mental or emotional disability;
2. The disability must prevent the applicant from obtaining or keeping a job; and
3. The applicant must benefit from VR services in terms of employability.

**For more information, contact:**

Division of Vocational Rehabilitation  
Building A  
2002 Old St. Augustine Road  
Tallahassee, FL 32301-4862  
(850) 488-6210 (V/T)  
Suncom 278-6210  
Fax (850) 488-8062  
[www.rehabworks.org](http://www.rehabworks.org)

### The Americans with Disabilities Act Working Group (ADAWG)

This group was established under Executive Order 01-161. It consists of a gubernatorial appointed board that meets quarterly to discuss current

issues and events involving citizens of Florida with disabilities and state-level staff who work to address action items and motions set by the board.

It informs and assists state agencies and those they serve with implementation of the ADA. Besides providing technical assistance with overall compliance activities, the group coordinates major education seminars and makes plans for improving ADA related services and related information and referral services within the state.

**For more information, contact:**

Americans with Disabilities Act Working Group  
4030 Esplanade Way, Suite 315A  
Tallahassee, Florida 32399-0950  
(850) 487-3423 (V/T)  
FAX (850) 414-8908  
Email: [Julie.Shaw@myflorida.com](mailto:Julie.Shaw@myflorida.com)  
[www.abilityforum.com](http://www.abilityforum.com)

### Division of Blind Services

This division serves persons who are visually impaired, blind, or who are threatened with blindness. Services are divided into those related to: (1) vocational rehabilitation for potentially employable persons with visual impairment and impediments to employment; and (2) medical, social, and rehabilitative assistance for children and adults with visual impairments.

**For more information, contact:**

Customers with immediate concerns may contact Sam Atwood, the Division Client Advocate, at 1-800-342-1828.

The DBS is divided into districts that serve various counties. To locate the division that serves your county, visit the DBS website at [www.dbs.myflorida.com](http://www.dbs.myflorida.com)

## Bureau of Braille and Talking Book Library Services

This library provides free services to individuals who are unable to read conventional print because of a physical condition. Available material includes more than 2.3 million items in Braille or on cassette. Users are not charged for specially designed phonographs and cassette tape players.

### For more information, contact:

Florida Division of Blind Services  
Bureau of Braille and Talking  
Book Library Services  
420 Platt Street  
Daytona Beach, FL 32114-2804  
(386) 239-6000  
(800) 226-6075  
FAX (386) 239-6069  
[www.dbs.myflorida.com/library/index.shtml](http://www.dbs.myflorida.com/library/index.shtml)

## Advocacy Center for Persons with Disabilities, Inc.

The mission of this nonprofit organization is to advance the dignity, equality, self-determination and expressed choices of individuals with disabilities.

The Center's Information and Referral Unit (I&R) provides information on disability-related topics and referral to other agencies and programs. Direct protection and advocacy are provided under five federally funded programs:

1. Protection and Advocacy for Persons with Developmental Disabilities (PADD)
2. Client Assistance Program (CAP)

3. Protection and Advocacy for Individuals with Mental Illness (PAIMI)
4. Protection and Advocacy for Individual Rights (PAIR) and
5. Technology Assistance Program (TAP).

The Center also monitors the quality of residential support services to individuals with disabilities.

For more information visit them online at [www.advocacycenter.org](http://www.advocacycenter.org) or contact one of the Advocacy Center's three offices in the state at:

### Corporate Address:

2671 Executive Center Circle West  
Suite 100  
Tallahassee, FL 32301-5092  
1-800- 342-0823 (Toll Free)  
(850) 488-9071 (V)  
1-800- 346-4127 (TDD)  
FAX (850) 488-8640

### South Florida Office:

4411 Sheridan Street  
Hollywood, FL 33021  
(800) 350-4566 (Toll Free)  
(954) 967-1493 (V)  
(866)478-0640 (TDD)  
FAX (954) 967-1496

### Tampa Office:

Times Building, Suite 513  
1000 North Ashley Drive  
Tampa, FL 33602  
1-866-875-1794 (Toll Free)  
(813) 233-2920 (V)  
1-866-875-1837 (TDD)  
FAX (813) 233-2917

# Community College Addresses

## **Brevard Community College**

1519 Clearlake Road  
Cocoa FL 32922-6597  
(321) 632-1111

## **Broward Community College**

225 East Las Olas Blvd.  
For Lauderdale, FL 33301  
(954) 201-6527

## **Central Florida Community College**

3001 S.W. College Road, Ocala, FL 34474  
(352) 854-2322  
College Information TDD: (352) 873-5856

## **Chipola College**

3094 Indian Circle  
Marianna, FL 32446  
(850) 526-2761

## **Daytona Beach Community College**

1200 W. International Speedway Blvd.  
P.O. Box 2811  
Daytona Beach, FL 32114  
(386)255-8131

## **Edison College**

PO Box 60210  
Fort Myers, FL 33906-6210  
(941) 489-9300

## **Florida Community College at Jacksonville**

Donald T. Martin Center for  
College Services  
501 West State St.  
Jacksonville, FL 32202  
(904) 646-2300

## **Florida Keys Community College**

5901 College Road  
Key West, FL 33040  
(305) 296-9081

## **Gulf Coast Community College**

5230 West U.S. Highway 98  
Panama City, Florida 32401-1058  
(850) 769-1551

## **Hillsborough Community College**

District Administrative Offices  
39 Columbia Dr.  
Tampa, Florida 33606  
(813) 253-7000

## **Indian River Community College**

3209 Virginia Avenue  
Fort Pierce, FL 34981-5596  
(561) 462-4700

## **Lake City Community College**

149 SE Vocational Place  
Lake City, FL 32025-8703  
(386) 752-1822

## **Lake-Sumter Community College**

9501 U.S. Highway 441  
Leesburg, FL 34788-8751  
(352) 787-3747

## **Manatee Community College**

5840 26th Street West  
Bradenton, FL 34207  
(941)752-5000



**Miami Dade College**

North Campus  
1130 NW 27th Avenue  
Miami, FL 33167-3495  
(305) 237-1100

**North Florida Community College**

325 NW Turner Davis Drive  
Madison, FL 32340-1698  
(850) 973-1622

**Okaloosa-Walton College**

100 College Boulevard  
Niceville, FL 32578  
(850) 678-5111

**Palm Beach Community College**

4200 Congress Avenue  
Lake Worth, FL 33461  
(561) 868-3300

**Pasco-Hernando Community College**

10230 Ridge Road  
New Port Richey, FL 34654  
(727) 847-2727, (727) 816-3371

**Pensacola Junior College**

1000 College Blvd.  
Pensacola, FL 32504  
(850) 484-1637

**Polk Community College**

999 Avenue H NE  
Winter Haven, FL 33881-4299  
(863) 297-1000

**St. Johns River Community College**

5001 St. Johns Avenue  
Palatka, Florida 32177  
(386) 312-4200

**St. Petersburg College**

PO Box 13489  
St. Petersburg, FL 33733  
(727) 345-7752

**Santa Fe Community College**

Northwest Campus  
3000 NW 83<sup>rd</sup> Street  
Gainesville, FL 32606  
(352) 395-5000

**Seminole Community College**

100 Weldon Boulevard  
Sanford, Florida 32773-6199  
(407) 328-4722

**South Florida Community College**

Highlands Campus  
600 W. College Drive  
Avon Park, Florida 33825-9356  
(863) 453-6661

**Tallahassee Community College**

444 Appleyard Drive  
Tallahassee, FL 32304  
(850) 201-6200

**Valencia Community College**

PO Box 3028  
Orlando, FL 32802-3028  
(407) 299-5000

# Brevard Community College

## General Program

Brevard Community College (BCC) has been the academic cultural heart of Brevard County since 1960. With affordable tuition, expansive facilities, extensive curriculum, and quality educators, BCC has grown through the years to become one of the most respected community colleges in America.

BCC is the higher learning choice of more than 25,000 students each year. This diverse student body is made up of high school graduates, business professionals, retirees, and everyday people who are university-bound, seeking new career paths or simply following a love of learning.

Spread out along Florida's Space Coast, BCC has four integrated campuses-in Cocoa, Melbourne, Palm Bay, and Titusville. There is also a Virtual Campus.

An accredited institution, BCC is recognized as one of America's leading community colleges for quality instruction, organization, and its innovative and leading-edge programs. The school was one of the first community colleges in the country to offer the AA degree online.

BCC is energizing the local and state economy with thousands of qualified workers. The total number of Associate degrees awarded each year is in the top two percent in the nation.

Our mission: To engage our diverse population

in quality, accessible learning opportunities which successfully meet individual and community needs.

## Fall 2002 College Statistics

Hearing Impaired	22
Visually Impaired	13
Physically Impaired	160
Learning Disabilities	288
Psychologically Impaired	247
Other	4
Total Disabled Population	734

## Publications

An online website is maintained at [www.brevardcc.edu/osd](http://www.brevardcc.edu/osd). Additionally, periodic articles are published in student newsletters.

## Admission Procedures

There are no special admissions procedures for students with disabilities. There are open admissions for people with standard high school diplomas or GED's.

## Select Services Available to Students with Disabilities

### Hearing Impairments

- Sign language interpreters
- Assistive listening devices
- TTY access
- Advising

## Physical Impairments

- Ergonomic furniture (e.g. chairs, adjustable tables, ergonomic key boards)
- Extended exam time
- Amanuenses
- Specialized computer software
- Advising

## Learning Disabilities

- Extended exam time
- Testing in a quiet room
- Specialized computer software
- Note takers
- Course substitution
- CLAST waiver
- Academic advising
- LD testing and diagnosis
- Use of calculator
- Use of spell check
- No penalty for spelling errors
- Grade forgiveness policy
- Permission to join RFB&D

## Other Disabilities

- Tutors available for all students

## Addresses

### Main Campus/Admissions Office

#### Address

1519 Clearlake Road  
Cocoa, Florida 32922  
(321) 632-1111

## ADA Compliance Officer

Darla Ferguson  
Coordinator Employee Benefits  
1519 Clearlake Road  
Cocoa, Florida 32922  
(321) 632-1111  
[fergusond@brevardcc.edu](mailto:fergusond@brevardcc.edu)

## Coordinator of Programs and Services for Students with Disabilities

Lyndi K. Fertel  
Director  
Office for Students with Disabilities  
1519 Clearlake Road  
Cocoa, Florida 32922  
(321) 433-5598  
[fertell@brevardcc.edu](mailto:fertell@brevardcc.edu)  
[www.brevardcc.edu/osd](http://www.brevardcc.edu/osd)

## Student Organizations Involved with Disability Issues

Solo Club  
250 Community College Parkway  
Palm Bay, FL 32909  
(321) 433-5172

Solo Club  
1311 North US 1  
Titusville, Florida 32796  
(321) 433-5017

# Broward Community College

## General Program

The mission of Broward Community College is to provide high quality educational programs and services that are affordable and accessible to a diverse community of learners. Supported by the Board of Trustees and the community, a dedicated faculty and staff fulfills this mission through its commitment to students achievement, lifelong learning, academic excellence and the use of current technology.

As it fulfills its mission, the college is committed to responding to the cultural diversity of Broward County as the area expands. In support of its open-door policy, the College provides a variety of delivery systems and instructional modes to enable students to prepare for the future in accordance with their own individual abilities, needs, and interests. The college is also committed to providing special academic support services to students with disabilities.

As an institution committed to the ideal of the worth and dignity of the individual, Broward Community College recognizes the religious, racial and cultural diversity of its students and staff and endeavors to provide equal educational opportunity for all students. Furthermore, the College fosters the value of lifelong learning as it strives through teaching excellence to enable students to appreciate knowledge and to acquire an education that will assist them in assuming positive roles in a changing society. Believing that educated people should be guided in their behavior by decency and civility, the college values honesty, integrity, and social responsibility

among both its staff and its students. Furthermore, it aspires to empower students with the critical thinking and problem-solving skills, global perspective, clarified values, and creativity that will enable them to make moral choices and ethical decisions in all aspects of their lives. In addition, the college embraces a commitment to American democratic values and culture, the principles of responsible citizenship, life-enrichment, and self-awareness.\*

\*Broward Community College Catalog 2005-2006, 16.

## Fall 2005 & Winter 2006 College Statistics

Hearing Impaired	16
Learning Impaired	95
Mental Disability	159
Physical Disability	113
Speech Impairment	3
Visual Impairment	18
Registered Disability	404
Student Population	32,465

## Select Services Available to Students with Disabilities

### Hearing Impairment

- Interpreter service
- Real-time Captioning (CART)
- Note takers
- Use of FM system
- Special academic advising

## Learning Disability

- Extended time on exams
- Isolated testing
- Reader for exams
- Use of calculator
- Use of tape recorder
- Note takers
- Study skills course
- Books on tape
- Kurzweil 1000/3000
- Special academic advising
- Reading, writing and math labs
- Course substitution
- CLAST waivers

## Physical Disability

- Wheel-chair accessible desks
- Accessible software and computers
- Adaptive equipment for computers
- Note takers
- Lab assistants
- Use of tape recorder
- Writer for exams
- Extended time on exams
- Books on tape
- Special academic advising
- Move class if not accessible

## Visual Impairments

- Scribes
- Readers
- No guide dog restrictions
- Zoom text
- JAWS
- Duxbury Braille translator
- Braille printers
- Books on tape
- Use of tape recorders
- Talking calculators
- CCTV

## Other Disabilities

- Determined by documentation of disability

## Addresses

### Willis Holcombe Downtown Center

111 East Las Olas Blvd.

For Lauderdale, FL 33301

#### Coordinator of Disability Services

Beverly Cranmer

(954) 201-7655 (V)

Email: [bcranmer@broward.edu](mailto:bcranmer@broward.edu)

#### ADA/504 Compliance Officer

Marcia Conliffe, Associate Vice President of Student Success & Enrollment

Management Services

(954) 201-7545 (V)

#### Disability Services Specialist

(954) 201-7517 (V)

### A. Hugh Adams Central Campus

3501 SW Davie Road

Davie, FL 33314

#### Disability Services Specialist

(954) 201-6527 (V)

#### College Wide Deaf Services

(954) 201-6766/6357

(954) 201-6445 (TDD)

### North Campus

1000 Coconut Creek Blvd.

Coconut Creek, FL 33066

#### Disability Services Specialist

(954) 201-2313 (V/T)

### Judson A. Samuels South Campus/Pines Center

7200 Hollywood/Pines Blvd.

Pembroke Pines, FL 33024

#### Disability Services Specialist

(954) 201-8913 (V/T)

# Central Florida Community College

## General Program

Central Florida Community College is committed to providing equal opportunity to all students, and is dedicated to helping students with disabilities achieve their educational and vocational goals.

CFCC is an open enrollment institution. Qualified students with disabilities participate in non-segregated programs and courses. Students with documented disabilities may be eligible for services in all areas of the college including

- A.A. / A.S. Degree programs
- Vocational Certificate programs
- Dual Enrollment
- Continuing and Adult Education courses and programs

**Access Services** facilitates accommodations for students with physical, visual, hearing, psychological, and cognitive disabilities.

In conformance with the regulations of the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973, Central Florida Community College will make reasonable modifications to its policies and practices and will provide certain services and accommodations to qualified individuals to assure nondiscrimination on the basis of disability.

## Reasonable Accommodations May Include (but are not limited to):

- Assistance with enrollment & priority registration
- Adapted testing conditions
- Career counseling
- Note-taking, scribe, and exam reader services
- Assistive hardware (e.g. large screen monitors, CCTVs; adaptable keyboards; text scanners; FM systems)
- Assistive software (e.g. screen readers, screen enlargers, speech recognition)
- Appropriate substitution of admissions, program, or graduation requirements
- Audio textbooks
- American Sign Language interpretation
- Collaboration with community agencies (e.g. Division of Vocational Rehabilitation, Division of Blind Services)

## Guide to Access Services

Students or applicants for admission to CFCC who would like to request disability related assistance are invited to register with Access Services.

- Student submits documentation of disability to the Coordinator of Access Services. This information remains confidential.
- Access Services determines eligibility on the basis of the presence of a dis-



ability and a need for services and adjustments to support an equal educational opportunity.

- Access Services notifies students of approved accommodations and provides an accommodations notification for students to provide to their faculty.
- Students renew their accommodations with each term of enrollment.

Kimberley J. Smith  
Coordinator, Access Services  
3001 S.W. College Road, Ocala, FL 34474  
(352) 854-2322 ext. 1580  
Access Services TDD: (352) 873-5854  
[smithk@cf.edu](mailto:smithk@cf.edu)

To receive the **Guide to Access Services** with more information policies and procedures, please call (352) 854-2322, extension 1580 or TDD (352) 873-5854.

## Addresses

### Main Ocala Campus

3001 S.W. College Road, Ocala, FL 34474  
(352) 854-2322  
College Information TDD: (352) 873-5854

### Citrus Campus

3800 S. Lecanto Highway, Lecanto, FL 34461  
(352) 746-6721  
Enrollment Services TDD: (352) 249-1201

### Levy Center

114 Rodgers Boulevard, Chiefland, FL 32626  
TDD: 711; Voice (352) 493-9533



# Chipola College

## General Program

Mission statement: Chipola is a comprehensive public college whose primary purpose is to provide accessible, affordable, quality education opportunities to the residents of Calhoun, Holmes, Jackson, Liberty and Washington counties and to all others who choose to attend. To fulfill its purpose, Chipola provides the following programs:

1. Educational programs which include general and pre-professional classes leading to the Associate in Arts degree for transfer into baccalaureate degree programs
2. Workforce development programs leading to the Associate in Science degree to prepare students for jobs in their communities and the certificate of training to develop or upgrade career skills
3. Continuing education programs related to cultural and governmental changes in personal development, both mentally and physically
4. A broad range of student services and instructional and administrative support to facilitate student success
5. Selected baccalaureate degree programs which serve regional workforce needs for educated and highly capable professionals

Chipola College is unique and special because it creates a student-oriented atmosphere of educational excellence and maintains an intellectual environment, which inspires the full development of each individual's goals, abilities, and interests. Because there is no

substitute for quality instruction, the College empowers faculty to establish and achieve the highest possible standards. The College also promotes a strong working relationship with communities, businesses, state agencies, and other educational institutions.

## Fall 2003 Statistics

Hearing Impaired	3
Learning Disabilities	17
Physical Impairments	10
Visual Impairments	5
Other Disabilities	15
Total registered Disabilities	50
Students in total population	2,314

## Publications

Chipola has our catalog and the yearly schedule of classes available in alternative format upon request. A pamphlet regarding services is available for students with disabilities. The pamphlet is presented during visits to the Disability Office. A newly designed disability handbook is also available.

## Admission Procedures

As outlined for all students under admissions procedures in the Chipola Catalog.

## Select Services Available to Students with Disabilities

### Hearing Impairments

- Amplification systems
- Tape recorders

- Note takers
- Liaison between students and teachers and other agencies

### **Physical Impairments**

- Accessible computers
- Adaptive equipment for computers
- Extended time on exams
- Campus orientation
- Paid tutors
- Note takers

### **Speech Impairments**

- Tutors
- Academic advising
- One-on-one presentations with instructions when allowed

### **Learning Disabilities**

- CLAST waiver
- Study skills course
- Talking computers
- Special academic advising
- Extended time on exams
- Franklin Spell Check
- Grade forgiveness policy
- Tutors
- Taped books
- Note takers

### **Visual Impairments**

- Talking computers
- No guide dog restrictions
- Extended time on tests
- Franklin spell check
- Tutors
- Taped books

- Note takers

### **Other Disabilities**

- Determined by individual needs

### **Addresses**

#### **Main Campus Address**

Chipola College  
 3094 Indian Circle  
 Marianna, FL 32446  
 (850) 526-2761  
 Admissions Office: Enrollment Services  
 (850) 718-2211

#### **ADA/504 Compliance Officer**

Dr. Jayne Roberts  
 Dean of Enrollment Services  
 3094 Indian Circle  
 Marianna, FL 32446  
 Fax: (850) 718-2287  
[robertsj@chipola.edu](mailto:robertsj@chipola.edu)  
[www.chipola.edu](http://www.chipola.edu)

#### **Coordinator of Programs and Services for Students with Disabilities**

Gayle Duncan  
 Coordinator for Students with a Disability  
 3094 Indian Circle  
 Marianna, FL 32446  
 Fax: (850) 718-2255  
[duncang@chipola.edu](mailto:duncang@chipola.edu)

#### **Student Organizations Involved with Disability Issues**

Student Government Association  
 3094 Indian Circle  
 Marianna, FL 32446  
 (850) 718-2314

# Daytona Beach Community College

## General Program

DBCC promotes an educational environment that provides opportunities for students with disabilities to enjoy their personal independence, while developing their knowledge, skills, and abilities, and encourages them to participate fully in the college experience. DBCC takes seriously its responsibility for complying with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). Accordingly, Student Disability Services provides comprehensive services and reasonable accommodations to qualified students with documented disabilities to help them achieve their educational and career goals. In order to qualify for SDS services, a student's disability/disabilities must "substantially limit" a major life function, which is essential to pursuing his/her educational goals. The substantial limitation or impairment must be permanent or of a long-term duration. Temporary impairments are not disabilities under the law. The purpose of the "reasonable accommodations" provided by SDS, is to ensure qualified students with disabilities enjoy equal access and equal opportunity to DBCC classes, educational programs, and activities. SDS, in collaboration with other appropriate college officials, will determine the types of accommodations that students are eligible to receive based on the documentation of their disabilities and limitations.

The main laboratory of Student Disability Services is located in Building 100, Rooms 111-113G on the Daytona Beach Campus. The laboratory has three private testing rooms

and an adaptive computer lab. Students may borrow adaptive equipment from SDS, such as tape recorders and speaking dictionaries. SDS also provides auxiliary aides such as note-takers, readers, scribes, and sign language interpreters. Please contact us before each term begins if you need an auxiliary aide. SDS does not provide personal services such as tutoring, medical assistance, and transportation to school.

## Course Substitutions for Students with Disabilities

Students with disabilities, who seek course substitutions, should meet with a student disability specialist in any of the SDS locations or the SDS Director to have his/her request processed. He/she must provide recent documentation that describes his/her disability and how it substantially interferes with their ability to pass a specific course. The Course Substitution Committee, which usually meets frequently, will determine if the student should receive a substitution.

For more information, please contact us in Building 100, Rooms 111-113 on the Daytona Beach Campus, or call (386) 254-3056, or 255-8131 or 3892, or 254-3043 V/TDD. For the Flagler/Palm Coast Campus office, call (386) 445-4030, ext. 4511. For the Deland Campus office, call (386) 785-2012 or 255-8131 ex. 2012.

## Some of the other services and equipment provided include:

- Accommodations for tests
- Priority registration
- Grievance procedure
- Recorded textbooks/access to RFB&D
- Disability resource material
- Closed circuit televisions
- The Arkenstone “Open Book,” The Reading Edge
- JAWS/ZOOMTEXT Plus software
- Perkins Braille

**TDD Lines** - Telecommunications devices for the deaf and hearing-impaired are available in these areas:

### *Daytona Beach Campus*

#### **Student Disability Services Office**

Building 100, Room 111C; TDD (386) 254-3043

#### **Campus Safety**

Building 540, 24-hour access; TDD (386) 265-7374

#### **Learning Resources Center**

Building 210, general circulation desk

### *Deland Campus*

SDS Office, Building 7, Room 142

### *Flagler/Palm Coast Campus*

Building 1, Room 115

### *New Smyrna Beach Campus*

Building 1, Room 109

## Addresses

### **Main Campus**

Daytona Beach Community College  
1200 W. International Speedway Boulevard  
P.O. Box 2811  
Daytona Beach, Florida 32120-2811  
(386) 506-3238  
[www.dbcc.edu](http://www.dbcc.edu)

### **Admissions**

1200 W. International Speedway Boulevard  
P.O. Box 2811  
Daytona Beach, Florida 32120-2811  
FAX: 386-506-4489

### **ADA Compliance Officer**

Idris A. Muhammad, Director  
Institutional Equity and Student Disability Services  
Daytona Beach Community College  
1200 W. International Speedway Boulevard  
P.O. Box 2811  
Daytona Beach, Florida 32120-2811  
TDD: (386) 254-3043  
FAX: (386) 947-3152  
[muhammi@dbcc.edu](mailto:muhammi@dbcc.edu)

### **Student Organizations Involved with Disability Issues**

Special Needs Activities, Programs and Services (SNAPS)  
Daytona Beach Community College  
1200 W. International Speedway Boulevard  
P.O. Box 2811  
Daytona Beach, Florida 32120-2811

# Edison College

## General Program

With the first students admitted to Edison in the fall of 1962, Edison College celebrates 41 years of service to Southwest Florida this year. Associate in Arts and Associate in Science degrees are offered at Edison as well as various certificate programs. The purpose of Edison College is to deliver high-quality, convenient, and affordable learning opportunities to diverse populations. In order to fulfill its purpose, it is the College's mission to strive for excellence through innovation and continuous improvement as it provides:

- General and pre-professional education through the Associate in Arts degree
- Workforce development programs through Associate in Science degrees and certificates of training for employment in specialized fields
- Access to baccalaureate degree programs through upper-division transfer, articulation, site-based programming, and partnerships with colleges and universities
- Preparatory instruction for students needing academic development for entry into and success in college-level course work
- Personal and professional development opportunities through credit and non-credit programs

- Accessibility to programs through academic advising, flexible scheduling, and distance education
- Services and opportunities that promote academic, personal, and social growth among students
- Educational partnerships with business, industry, government, and other institutions
- Cultural resources for the community

## Select Services Available to Students with Disabilities

### Hearing Impairments

- Interpreter services
- Amplification systems
- TTY/TDD access
- Priority seating

### Learning Disabilities

- Volunteer tutors
- Kurzweil Reading Edge
- Extended time on exams
- Tape players
- Taped books
- Alternate testing
- Bookwise

## Physical Impairments

- Accessible computers
- Library access assistance
- Loaner equipment
- Volunteer tutors
- Adaptive equipment for computers
- Extended time on exams
- Campus orientation

## Visual Impairments

- Taped books
- No guide dog restrictions
- Volunteer tutors
- CCTV
- Extended time on exams
- Campus orientation
- Reading edge
- Zoom text
- Vert Pro System
- Bookwise

## Other Disabilities

- Determined by individual needs

## Addresses

### Main Campus

8099 College Parkway, SW  
P.O. Box 60210  
Fort Myers, Florida 33906-6210

### Admissions

8099 College Parkway, SW  
Fort Myers, Florida 33906-6210  
(239) 489-9300

### ADA/504 Compliance Officer

Pam Fairfax  
District Director  
Human Resources Department  
(239) 489-9294

### Coordinator of Programs and Services for Students with Disabilities

Joseph Kaye  
Coordinator  
Bldg S, Room 116  
8099 College Parkway, SW  
PO Box 60210  
Fort Myers, FL 33906-6210  
Phone: (239) 489-9427  
TTY: (239) 489-9093

[jkaye@edison.edu](mailto:jkaye@edison.edu)

# Florida Community College at Jacksonville

## General Program

FCCJ is dedicated to meaningful learning and excellent teaching, enabling individuals to achieve their hopes, dreams and full potential, and to being a leading partner in creating a dynamic, prosperous community of enlightened leaders and thoughtful, effective, global citizens.

## Educational Support Services

Florida Community College at Jacksonville provides educational support services through the **Auxiliary Aids Program** within the Office of Services for Students With Disabilities, Department of Student Success.

The College delivers services to students with disabilities following guidelines established by Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act, 1990.

As appropriate, the following services can be provided upon receipt of documentation:

- Note taker
- Tutor
- Reader
- Scribe
- Interpreter
- Testing Accommodations
- Adaptive Equipment/Software
- Enlarged or Brailled Instruction Material
- CLAST Waiver and Course Substitutions
- Voter Registration

Each of the College's campuses and centers meet accessibility standards. Conveniences such as reserved parking, ramps, wheelchair paths, automatic door openers and signs in Braille are in place throughout the buildings, assuring that all College programs are accessible to students with disabilities.

Any student with a disability requesting assistance may contact the Specialist for Students With Disabilities on the appropriate campus.

North Campus and Nassau Center: 766-6784 Voice and TDD

Downtown Campus, Advanced Technology Center and Urban Resource Center (URC): 633-8488 Voice and TDD

Kent Campus and Aviation Center of Excellence and Cecil Center: 381-3500 Voice and TDD

South Campus and Deerwood Center: 646-2191 Voice and TDD

## Publications

"Services for Students With Disabilities Student Guide" is offered to ensure students have full accessibility to educational accommodations without confusion or delay. This brochure informs a student with a disability of their rights and responsibilities as well as FCCJ's responsibilities.

## Addresses

### Main Campus Address

Donald T. Martin Center for  
College Services  
501 West State St.  
Jacksonville, FL 32202  
(904) 646-2300

### Admission Office

Deerwood Center  
(904) 977-2525/TDD 977-2610  
Downtown Campus  
(904) 633-8230/TDD 633-8206  
Kent Campus  
(904) 381-3559/TDD 381-3500  
Nassau Center  
(904) 548-4400/TDD 548-4400  
North Campus  
(904) 766-6789/TDD 766-6784  
South Campus  
(904) 646-2303/2124/TDD 646-2191

### ADA/504 Compliance Officer

Elaine Tisdale  
Director of Human Resources/EA/EO  
MCCS  
501 West State St.  
Jacksonville, FL 32202  
(904) 632-3254(Voice)  
(904) 632-3210 (TDD)  
Fax (904) 632-3390  
[etisdale@fccj.edu](mailto:etisdale@fccj.edu)

### Coordinator of Programs and Services for Students with Disabilities

Denise Giarrusso  
Director of Services for Students with  
Disabilities  
Florida Community College at Jacksonville  
101 West State Street  
Downtown Campus, Room A1021M  
Jacksonville, FL 32202  
Phone: 904-632-5007  
Fax: 904-633-8110  
E-mail: [dgiarrus@fccj.edu](mailto:dgiarrus@fccj.edu)

# Florida Keys Community College

## General Program

Florida Keys Community College is dedicated to the concept of equal access/equal opportunity. The College will not discriminate on the basis of race, religion, gender, sexual orientation, age, national origin, marital status or disability in its employment practices or in the admission and treatment of students. FKCC complies with the Florida Educational Equity Act.

The mission of the Office of Students with Disabilities (OSD) is to facilitate students with disabilities pursuit of equal access to educational opportunities and success in academic endeavors. The OSD facilitates accommodations with faculty and staff, and serves as an information resource to promote awareness and knowledge of disabilities.

Students who register with the OSD are eligible for accommodations, support services and/or academic adjustments based on their individual need as determined by the Coordinators of OSD and disability documentation. Accommodations are made at little or no expense to the student. Students who request accommodation must present this request in sufficient time for the College to coordinate these services. Some services may require a minimum of two weeks to arrange.

## Publications

A pamphlet concerning services for students with disabilities is available on request from the Office for Students with Disabilities.

## Select Services Available to Students with Disabilities

To promote academic success, the Office for Students with Disabilities offers a wide variety of accommodations and support services. Services include, but are not limited to:

- Assistance in admission and course registration
- Information and referrals to campus and community services
- Advice on classroom accommodation
- Instructor notification of student with disability (only with student's permission)
- Readers
- Note takers
- Interpreters
- Equipment loan
- Modified or extended test taking
- Course substitutions
- Accessible buildings and classrooms
- CLAST waivers
- Tutors



## Addresses

### **Main Campus**

5901 College Road  
Key West, Florida 33040  
(305) 296-9081  
<http://www.fkcc.edu/>

### **Enrollment Services**

Cheryl Malsheimer  
Director  
5901 College Road  
Key West, Florida 33040  
(305) 809-3201

### **ADA/504 Compliance Officer**

M. Leigh Smith  
Dean, Business and Administrative Services  
5901 College Road  
Key West, Florida 33040  
(305) 809-3230

### **Coordinator of Programs and Services for Students with Disabilities**

Lisa Weinshank  
Coordinator, Office for Students with Dis-  
abilities  
5901 College Road  
Key West, Florida 33040  
(305) 809-3248  
FAX: (305) 292-2393  
[weinshan\\_l@fkn.edu](mailto:weinshan_l@fkn.edu)

# Gulf Coast Community College

## General Program

Gulf Coast Community College (GCCC) is a comprehensive public institution providing high quality, affordable, educational, training, and enrichment programs. The college serves primarily the residents of Bay, Gulf, and Franklin counties.

Gulf Coast Community College offers associate degrees for students that are seeking college transfer to a university or employability skills for immediate employment. GCCC also offers certificate programs and lifelong learning opportunities.

Gulf Coast Community College's Foundation, Inc. offers more than 500 scholarships to GCCC students each year. In addition to Two-Year Honor Scholarships for students who have just graduated from high school, the college provides scholarships for students who have demonstrated academic excellence, students who have academic potential, students with specific talents, and students with demonstrated financial needs.

Academic accommodations are provided for and coordinated through the Disability Support Services office for students with a documented disability. Students are encouraged to contact the Disability Support Services office early in the application process. Counseling and tutoring services are also available.

## 2004-2005 College Statistics

Hearing Impairments	12
Learning Disabled	150
Physical Impairments	73
Speech Impairments	5
Visual Impairments	8
Other Disabilities	7
Registered Disabilities	424
Student Population	8,058

## Publications

A pamphlet describing services for students with disabilities is available through the Office of Disability Support Services. Additional information can be found in our college catalog, student handbook, and on the college website at [www.gulfcoast.edu](http://www.gulfcoast.edu).

## Admission Procedures

There are no special admission procedures for students with disabilities. A "Student Checklist for DSS" pamphlet describes step by step program procedures and is given to each new DSS student. A Bimonthly Newsletter is provided for each student currently enrolled in the fall and spring semesters. This newsletter includes updated DSS information, important dates, and other college information. For additional information about services or to request accommodations please contact the Office of Disability Support Services.

## Select Services Available to Students with Disabilities

### Deaf or Hearing Impaired

- Access to TDD equipment
- Assistive Learning Devices
- Note Taker
- Priority Classroom Seating
- Registration Assistance
- Sign Language Interpreter
- Testing Accommodations
- Tutorial Assistance
- When possible, course outlines, lecture notes, and list of technical terms

## **Physical/Mobility/Medical Disabilities**

- Accessible Classroom Furniture
- Adaptive Technology and Computer Equipment
- Assistance with Library Materials
- Campus Access Information
- Note Taker and/or Scribe
- Registration Assistance
- Lab Assistance Arrangements
- Testing Accommodations, i.e. extended time, scribe, reader, adaptive equipment
- Tutorial Assistance

## **Visual Impairments**

- Adaptive Equipment
- Assistance with Library Materials
- Enlargers
- Materials in Alternative Format
- Note Taker and/or Scribe
- Registration Assistance
- Reader
- Referral to recordings for the Blind & Dyslexic for textbooks on tape
- Testing Accommodations, i.e. readers, scribes, alternative format, adaptive equipment, and/or extended time
- Tutorial Assistance

## **Learning Disabilities**

- Note Take and/or Scribe
- Registration Assistance
- Referral to recordings for the Blind & Dyslexic for textbooks on tape
- Testing Accommodations, i.e. readers, scribes, distraction free exam area, and/or extended time, computers for essay exams
- Tutorial Assistance

## **Psychiatric/Emotional Disabilities**

- Disability Counseling & Advocacy

- Note Taker
- Referral to off-campus counseling services
- Registration Assistance
- Testing Accommodations, i.e. extended time, distraction free area
- Tutorial Assistance

## **Addresses**

### **Main Campus/ Admissions Office**

Gulf Coast Community College  
5230 West U.S. Highway 98  
Panama City, Florida 32401-1058

### **Coordinator for Services and Programs for Students with Disabilities**

Linda Van Dalen  
Coordinator of Disability Support Services  
Gulf Coast Community College  
5230 West U.S. Highway 98  
Panama City, Florida 32401-1058  
(850) 872-3834 / 800-311-3685  
Fax: (850) 913-3319  
[lvandalen@gulfcoast.edu](mailto:lvandalen@gulfcoast.edu)

### **ADA Compliance Officers**

Linda Van Dalen  
Coordinator Disability Support Services

Mosell Washington  
Director of Human Resources  
5230 West Highway 98  
Panama City, FL 32401-1058  
800-311-3685  
[mwashington@gulfcoast.edu](mailto:mwashington@gulfcoast.edu)

# Hillsborough Community College

## General Program

Hillsborough Community College is a public, comprehensive community college that has provided a high-quality, contemporary education to a large diverse community since 1968. Now embarking on its 35<sup>th</sup> year, HCC serves approximately 43,000 students and ranks fifth in size among the state's 28 community colleges.

Studies demonstrate that education increases lifetime earnings. According to a 2003 economic impact study, the student who leaves with a two-year college degree will earn \$315,672 more than someone with a high school diploma or GED.

Hillsborough Community College has always encouraged all qualified students to attend our institution. As a result, we enjoy a very diverse student population. This diversity includes students with disabilities.

HCC makes an every effort to help students with disabilities get the most out of attending college by providing reasonable accommodations to ensure access to all academic programs, campus organizations, services and activities in accordance with the Americans with Disabilities Act (ADA) of 1990.

## How to Apply

If you are a student or prospective student wishing academic accommodations, you must self-identify and provide appropriate docu-

mentation of your disability to the Office of Services for Students with Disabilities. You should contact the Coordinator of Services for Students with Disabilities to discuss documentation guidelines. You are encouraged to begin this process at least one month prior to the start of the semester. You may schedule an appointment or visit us on a walk-in basis.

## Admissions Policies

HCC has an "open-door policy". For additional information about services contact the Office of Programs and Services for Students with Disabilities.

## Select Services Available to Students with Disabilities

### Hearing Impairments

- Interpreters
- Amplification systems
- TTY/TTD access
- Note takers/note taking paper
- Tutors

### Learning Disabilities

- Testing in a separate room
- Kurzweil Personal Reader
- Extended time on exams
- Spell checkers/dictionaries
- Tutors
- Taped books
- Calculators
- L.D. Specialists

- Readers
- Note taking paper
- Recorders
- Course substitutions

### **Mobility Impairment**

- Accessible computers
- Adaptive equipment
- Extended time on exams
- Tutors
- Note takers/Note taking paper
- Scribes
- Recorders
- Ergonomically-designed furniture

### **Visual Impairments**

- JAWS
- Readers
- Talking calculators
- No guide dog restrictions
- Kurzweil Personal Reader
- Extended time on exams
- Tutors
- Taped books
- Note takers/note taking paper
- Large print dictionaries
- Braille dictionaries
- Braille paper
- VisualTek
- Recorders
- Scribes

### **Other Disabilities**

- Service Determined by individual needs

## **Addresses**

### **Main Campus**

District Administrative Offices  
39 Columbia Dr.  
Tampa, Florida 33606  
(813) 253-7000

### **Admissions Office**

4001 Tampa Bay Blvd.  
Tampa, Florida 33614  
(813) 253-7231

### **ADA/504 Compliance Office**

Roger Stannard  
Employment/Trainer Manager  
39 Columbia Dr.  
Tampa, Florida 33606  
Telephone (Voice and TDD): (813) 253-7008  
Fax: (813) 253-7034  
[rstannard@hcc.cc.fl.edu](mailto:rstannard@hcc.cc.fl.edu)

### **Coordinator of Programs and Services for Students With Disabilities:**

Alison Guest  
Coordinator  
Dale Mabry Campus, Tampa: (813) 259-6035  
[aguest@hccfl.edu](mailto:aguest@hccfl.edu)

# Indian River Community College

## General Program

Indian River Community College is a comprehensive community college serving the diverse and multicultural communities of Indian River, Martin, Okeechobee, and St. Lucie Counties. The College provides students with equal access to a quality learning environment with a wide range of educational opportunities, including global initiatives. IRCC also provides individualized student services and comprehensive instructional programs through traditional and electronic delivery. In partnerships with business, industry, educational institutions, and the community, the College is a leader in economic and workforce development and a center for professional, personal, and cultural enrichment.

## Student Disability Services

Indian River Community College strives to provide all possible forms of assistance to students with disabilities. Reasonable substitutions and modifications of requirements for admissions to programs, graduation, FCAT and CLAST waivers shall be provided to eligible students with documented disabilities in accordance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Florida Statutes, and Florida State Board of Education Rules. Each request for a substitution, modification, or waiver is considered on an individual basis. Any student with a special need is encouraged to contact the Student Disability Services Counselor or Advisor in the Educational Services Division for additional information and assistance.

## Publications

Student Disability Services Handbook for Students

## Admissions Procedures

Indian River Community College has an “open-door” policy. Students with disabilities must self-disclose in order to be eligible to receive services.

## Select Services Available to Students with Disabilities

### Hearing Impairments

- Interpreter services
- Note takers
- Closed captioning
- TDD access
- Telephone amplifier
- Personal PA/FM listening devices

### Physical Impairments

- Tests with extended time, scribe
- Note takers
- Scribes
- Classroom changes
- Wheelchair desks/special desks and chairs
- Voice recognition/activated computer
- One-handed computer keyboard
- Extra time to complete in-class essays/projects

### Learning Disabilities

- Note takers
- Scribes
- Talking books & equipment in LRC
- Reader services/reading machine
- Talking calculator
- Taped textbooks (through RFB & D)
- Talking computer with ZoomText
- Voice recognition/activated computer
- Tests given orally, extended time, etc.
- Extra time to complete in-class essays/projects

### Visual Impairments

- Tests with extended time, scribe, given orally

- Note takers
- Scribes
- Reader services/reading machine
- Computer screen magnifier
- Talking computer with ZoomText
- Taped textbooks (through RFB & D)
- Large print exams
- Classroom changes
- Talking books & equipment in LRC
- CCTV
- Braille writer and paper
- No guide dog restrictions
- Extra time for in-class essays/projects
- APHB Cassette Tape Recorder/Player

### Other Disabilities

- Services provided based on individual needs

### Addresses

#### Main Campus Address:

Indian River Community College  
 3209 Virginia Avenue  
 Ft. Pierce, FL 34981-5599  
 (772) 462-4700  
 Toll-Free: 1-866-866-4722  
 Website: <http://www.ircc.edu/>

#### Admissions Office:

Indian River Community College  
 Educational Services/KSU  
 3209 Virginia Avenue  
 Ft. Pierce, FL 34981-5599  
 (772) 462-4850  
 Toll-Free: 1-866-433-4843 ext. 4850  
 Fax: (772) 462-4699  
 Email: [Admissions-Records@ircc.edu](mailto:Admissions-Records@ircc.edu)

Website: [www.ircc.edu/educserv/admis/admissions.html](http://www.ircc.edu/educserv/admis/admissions.html)

#### Affirmative Action/ADA-504 Compliance Officer:

Sheila Letchford  
 Assistant Dean of Human Resources  
 Building A, Room107  
 Indian River Community College  
 3209 Virginia Avenue  
 Ft. Pierce, FL 34981-5599  
 (772) 462-4208  
 Toll-Free: 1-866-866-4722 ext. 4208  
 Email: [sletchfo@ircc.edu](mailto:sletchfo@ircc.edu)

#### Coordinator of Programs and Services for Students with Disabilities:

Rhoda J. Brant  
 Counselor  
 Student Disability Services  
 Educational Services/KSU  
 Indian River Community College  
 3209 Virginia Avenue  
 Ft. Pierce, FL 34981-5599  
 (772) 462-7782  
 Toll-Free: 1-866-433-4843 ext. 4328  
 Fax: (772) 462-4699  
 Email: [rbrant@ircc.edu](mailto:rbrant@ircc.edu)  
 Website: <http://www.ircc.edu/support/stservices/disabil.html>

#### Student Organizations Involved with Disability Issues:

Barrier Breakers  
 Human Services  
 Hands for Understanding  
 Achiever's Club

# Lake City Community College

## General Program

Disabled Student Services at Lake City Community College helps disabled students learn to access the services needed to be successful in higher education. By providing personal, hands-on services, information, academic advising, advocacy and support, the office seeks to empower each individual student to establish a goal and reach it.

## Fall 2003 College Statistics

Hearing Impairments	10
Learning Disabilities	70
Physical Impairments	99
Visual Impairments	12
Other Disabilities	26
Registered Disabilities	217
Student Population	2,757

## Publications

The Lake City Community College annual catalog provides general information for all students regarding programs offered and course requirements. It includes a description of each course available, the credentials of faculty and staff, as well as information related to college services and procedures. The catalog also serves as the “contract” between the entering student and the college.

Current class schedules are available over the college website, at [www.lakecitycc.edu](http://www.lakecitycc.edu). “Student Services for Disabled Students” is a pamphlet that describes the types of services provided through the Disabled Student

Services office. It answers general questions students or parents may have.

## Admissions Procedures

Students with disabilities need to follow the same admissions procedures as other students, as shown in the college catalog.

It is necessary, however, for disabled students to identify themselves as disabled to the college in order to receive services. This involves registering with the Disabled Student Services Office. All information remains confidential. Accommodations are not retroactive, so the sooner you identify yourself the sooner you can receive accommodations.

It is necessary to document your specific disability. To do so, bring a note with your diagnosis signed by your physician or request to have a documentation form sent to you to give to your doctor. If you have a learning disability, it is necessary to provide the psychological report in which the diagnosis of your learning disability is identified. It must be signed by a licensed psychologist. If you are a new graduate, the most recent report may be available through your high school guidance office. Older graduates may have to check with the local school board.

## Select Services Available to Students with Disabilities\*

### Hearing Impairments

- Sign language interpreters

- TTY/TDD access
- Visual alarms in residence hall
- Note takers
- Trained tutors

### **Learning Disabilities**

- Trained tutors
- Study skills course
- Talking computers
- Specialized academic advising
- Admission and program substitutions or waivers
- College-wide learning lab
- Extended time on exams
- College wide testing center
- Spell checkers (hand-held)
- Note takers
- Alternate format testing
- Distraction-reduced test environment
- Oral testing
- CLAST waiver
- Tape recorders
- Assistive technology

### **Physical Impairments**

- Note takers
- Scribes
- Assistive technology
- Extended time on exams
- Alternate seating
- Trained tutors

### **Visual Impairments**

- Tape recorders
- Assistive technology
- Trained tutors
- Note takers
- Alternate test formats

- Extended time on exams
- Extended time on assignments
- Campus orientation

### **Other Disabilities**

- Determined by individual needs

\*All services and accommodations are based upon individual needs. These services are examples.

### **Addresses**

#### **Main Campus/Admissions Office**

Lake City Community College  
149 SE Vocational Place  
Lake City, FL 32025-8703

#### **ADA/504 Compliance Officer**

Mr. Gary Boettcher  
149 SE Vocational Place  
Lake City, FL 32025-8703  
(386) 754-4314

#### **Coordinator, Disabled Student Services**

Ms. Janice Irwin  
Building 015, Room 130  
149 SE Vocational Place  
Lake City, FL 32025-8703  
(386) 754-4393

[Irwinj@lakecitycc.edu](mailto:Irwinj@lakecitycc.edu)

# Lake-Sumter Community College

## General Program

In order to promote equality of education for persons with disabilities, LSCC's philosophy is that students with disabilities should be integrated as fully as possible into all aspects of the college. Reasonable accommodations for students with disabilities may be arranged by contacting the Office for Students with Disabilities (ODS), located in the Student Services Building on the Leesburg Campus. Through this office, LSCC provides and coordinates academic support services for all students requesting assistance because of their disabilities. Disabilities can include, but are not limited to such conditions as Specific Learning Disabilities (SLD), temporary illnesses/injuries, hearing impairments/deafness, visual impairments/blindness, speech impairments, physical impairments, and psychological and emotional disorders.

To learn about the benefits and requirements of the OSD Program, arrangements can be made for students to meet with an OSD representative on all three campuses: Leesburg, South Lake and Sumter. Based upon the information and documentation received, if eligible, the student, in conjunction with the OSD Coordinator, will develop an accommodation plan. Students will then request that an Instructor Notification Letter be printed out for the student to take to their instructors. This letter outlines any special needs or accommodations that the student is entitled to during the semester. Students requiring accommodations may request them at any time; however, to take full advantage of any assistance, students are encouraged to make arrangements before the semester

in which they are taking classes begins. Arrangements for continuing assistance must be made each semester through the OSD Coordinator at the request of the student.

The OSD Coordinator will provide or make available to the student with a disability, the following services to enhance possibilities for the success of the student with a disability:

- Supportive counseling and advising
- Sign language interpreters
- Note takers
- Assistive technologies
- Readers and scribes
- Large print materials and books on tape
- Extended time on tests
- Instructor notification

Any student, who has a documented disability and feels that the services of the Office for Students with Disabilities will be beneficial to them, is encouraged to contact the OSD Office, located in Student Development (Student Services Building), for more information or to set up an appointment, at (352) 365-3574.

## Publications

A pamphlet on services offered by the Office for Students with Disabilities is available on all three campuses. Additional information can be found on our college website at [www.lsc.edu](http://www.lsc.edu) and in our student handbook/catalog.

## Admissions Procedures

Applying for admission to Lake-Sumter Community College is a separate process from

applying for services through the Office for Students with Disabilities. The OSD Coordinator can explain the admissions process or you may contact the Admissions Office or access our website at [www.lsc.edu](http://www.lsc.edu) and go to “Admissions.”

## Select Services Available to Students with Disabilities

### Hearing Impairments

- Interpreter services
- Front row seating
- Visual aids
- Note takers
- Assistive listening devices

### Physical Impairments

- Accessible classrooms and labs
- Note takers
- Reader or scribe services
- Use of tape recorder
- Extended testing time
- Adaptive equipment/furniture

### Learning Disabilities

- Extended testing time
- Tutorial services available
- Reader or scribe services
- Note takers
- Alternate testing alternatives
- Books on tape
- CLAST accommodations
- Kurzweil software
- Testing in distraction free environment

### Visual Impairments

- Books on tape
- Reader or scribe services

- Large print books
- Extended testing time
- Alternate testing alternatives
- Optilect machine
- JAWS software
- Use of tape recorder
- Open book software

### Other Disabilities

- Determined by each individual’s needs

## Addresses

### Main Campus Address

Lake-Sumter Community College  
9501 U.S. Highway 441  
Leesburg, FL 34788-8751  
(352) 787-3747

### Admissions Office

Tabitha Richards, Director  
Lake-Sumter Community College  
9501 U.S. Highway 441  
Leesburg, FL 34788-8751  
(352) 365-3573  
Fax: (352) 365-3553

### Office for Students with Disabilities

Raelynn Poole, Advisor/OSD Coordinator  
9501 U.S. Highway 441  
Student Services Building, Room 119  
Student Development  
Leesburg, FL 34788-8751  
(352) 365-3574  
Fax: (352) 365-3553  
[pooler@lsc.edu](mailto:pooler@lsc.edu)

# Manatee Community College

## General Program

The Disability Resource Center coordinates campus resources so they best meet the needs of disabled individuals. In addition to the information, advocacy, and coordination of services, the DRC offers individualized personal academic and vocational assessments. The program is designed to provide qualified disabled students with the necessary equipment and/or support staff so they can fully access all programs, services, and activities at MCC.

Manatee Community College assumes a positive leadership and partnership role in the economic, cultural, and academic life of the community and provides the necessary programs and services to serve a diverse student population. The College serves the community through three major areas: the university parallel program for those seeking a baccalaureate or higher degree; the occupational-technical programs which prepare students for entering the job market or continuing their education; and responsive, noncredit courses and activities for continuing education, upgrading skills and enriching personal and cultural life. It is the intent of Manatee Community College to act as a positive stimulus for economic development in our district.

To meet this goal, the College endeavors to stay attuned to the economic and demographic trends in our service region as well as the technological changes that govern our national economy.

## Admissions Procedures

There are no special admission procedures for disabled students. The Disability Resource Center will assist disabled students.

### Fall 2002 College Statistics

Hearing Impairments	14
Learning Disabilities	122
Physical Impairments	97
Speech Impairments	3
Visual Impairments	9
Other Disabilities	87
Registered Disabilities	332

## Select Services Available to Students with Disabilities

### Hearing Impairments

- Interpreter service
- TTY/TDD access
- Note takers
- Academic advisement
- Personal counseling
- Extended time on tests
- Tutors
- Adaptive equipment
- Priority registration

### Learning Disabilities

- Academic advisement
- Personal counseling
- Adaptive equipment
- Tutors
- Extended time on exams
- Special course

- Priority registration
- Note takers

### **Physical Impairments**

- Academic advisement
- Personal counseling
- Tutors
- Adaptive equipment for computers
- Extended time on exams
- Move class if not accessible
- Writers
- Note takers
- Adaptive PE courses
- Priority registration

### **Visual Impairments**

- Reader service
- Adaptive equipment
- Academic advising
- No guide dog restrictions
- Tutors
- Personal counseling
- Extended time on exams
- Taped books

### **Other Disabilities**

- Determined by individual needs

## **Addresses**

### **Main Campus**

Manatee Community College  
5840 26<sup>th</sup> Street West  
Bradenton, Florida 34207

[www.mccfl.edu](http://www.mccfl.edu)

### **Admissions Office**

P.O. Box 1849  
Bradenton, Florida 34207  
(941) 751-5000

### **Disability Resource Center**

Gregory John Fierro  
Coordinator of Disability Resource Center  
5840 26<sup>th</sup> Street West  
Bradenton, Florida 34207  
(941) 752-5295 (Voice or TDD)

[fierrog@mccfl.edu](mailto:fierrog@mccfl.edu)

# Miami Dade College

## General Program

Federal and State laws guarantee disabled students equal opportunity in postsecondary education. Miami Dade College has developed special support services to assist students with disabilities with achieving equal opportunity. These services include, but are not limited to, assistance with registration, advisement, financial aid, readers for blind persons, interpreters for deaf students, note takers, and special equipment, as well as individualized classes and/or tutoring. New Florida legislation enabled the College, in certain instances, to alter entrance and graduation requirements.

The model we use for delivery of services to disabled students is atypical. We have determined that the best way to provide support is setting up of a separate "Learning Center" with tutors who have received degrees or special training to enhance their ability to work with disabled students. Our approach to tutorial support involves the development of prescribed intervention based on the specific learning deficits of the students. Some students appear to do well using a modified strategic intervention model while others are better served using holistic learning. We aim to go beyond support to deal with developing approaches that will prevent the same learning problem from occurring again. Our Learning Center is financed with auxiliary learning aids funds and other College resources.

## Fall 2002 College Statistics

Hearing Impairments	123
Learning Disabilities	1,440
Physical Impairments	381
Visual Impairments	116
Other Disabilities	4
Registered Disabilities	2,467
Student Population	83,967

## Publications

Information regarding services available to students with disabilities is available in publications on Access Services which are produced and distributed by each of the campuses; at the College's website [www.mdcc.edu](http://www.mdcc.edu), and in the College Catalogue.

## Admissions Procedures

MDC is an open-door college. Admissions procedures are the same for everyone.

## Select Services Available to Students with Disabilities

### Hearing Impairments

- Interpreter service
- TTY/TDD access
- Note takers
- C-print

### Learning Disabilities

- LD testing and diagnosis
- Books on tape
- Study skills course

- Talking computers
- Special academic advising
- Gordon Rule waiver
- Reading and Writing Center
- Kurzweil Personal Readers
- Extended time on exams
- Franklin Language Master
- Grade forgiveness policy
- Paid tutors
- Note takers
- Alternate testing
- CLAST waiver

### **Physical Impairments**

- Reader service
- Accessible computers
- Campus orientation
- Extended time on exams
- Adaptive equipment for computers and other instrumental aids
- Paid tutors
- Transportation
- Note takers
- Alternate tests
- Move class if not accessible
- Library access assistance

### **Visual Impairments**

- Reader service
- Talking computers and calculators
- No guide dog restrictions
- Library access assistance
- Large type books
- Extended time on exams
- Franklin Language Master
- Campus orientation
- Paid tutors

- Books on tape
- Note takers
- Alternate tests
- Braille & Speaks

### **Other Disabilities**

- Determined by individual needs

### **Addresses**

#### **Main Campus**

North Campus  
1130 NW 27th Avenue  
Miami, FL 33167-3495  
(305) 237-1100

#### **Access Services Director**

Paul Edwards  
North Campus  
Room #6113  
11380 NW 27<sup>th</sup> Avenue  
Miami, Florida 33167-3495  
(305) 237-1146  
[paul.edwards@mdc.edu](mailto:paul.edwards@mdc.edu)

#### **Equal Opportunity Programs and ADA Coordinator**

Dr. Joy Ruff  
Kendall Campus  
Room #1112  
11011 SW 104 Street  
Miami, Florida 33176-3393  
(305) 237-2090

# North Florida Community College

## General Program

NFCC is a public two-year community college serving a largely rural student population in north Florida. The college practices an open enrollment policy. Students may pursue a two-year associate in arts degree with the intention of transferring to a four-year university to complete a bachelor's degree or complete requirements for A.S., A.A.S. degrees or certificates which lead directly to career paths in the workforce. The college is known for the success of its transfer A.A. students and the quality of its certification programs.

Serving the needs of students is the core mission of NFCC. Accordingly, the college provides the students with opportunities for continuing academic and life enrichment goals, for advancing skills, and for developing judgment and values necessary for responsible citizenship in a changing society.

The mission of NFCC's Office for Students with Disabilities is to provide the resources and personnel to create an environment where all students (regardless of the existence of a disability) have equal educational opportunities.

NFCC Office for Students with Disabilities pledges to work with students with disabilities to provide a variety of support services to empower students, foster independence, promote achievement of realistic career and educational goals, and assist students in discovering, developing and demonstrating their full potential and abilities.

At the core of this partnership is a philosophy of respect for the student's abilities, self-determination and independence.

In addition to these services, the Office for Students with Disabilities serves as a resource for faculty,

administration, staff and community members on issues of disability and accommodation.

## School Year 2004-05 College Statistics

Hearing Impairments	7
Learning Disabilities	11
Physical/Speech Impairments	5
Visual Impairments	0
Cognitive/Psychological Disorders	29
Registered students with Disabilities	52
Student Population	3134

## Publications

NFCC publishes an annual catalog and semester schedule bulletins that contain basic information regarding services available for students with disabilities. In addition, information can be found on the website at: [www.nfcc.edu](http://www.nfcc.edu) - see Current Students then Disability Services.

The Office for Students with Disabilities produces a brochure and a handbook outlining services. All materials are available in alternative format upon request.

## Admissions Procedures

There are no special admissions procedures for students with disabilities. All programs require standardized testing. If the testing takes place on campus and students need accommodations, they are encouraged to contact the NFCC Testing Center, and inform the staff of their need, they should then contact Disability Services.

Students needing assistance because of a disability with any part of NFCC are encouraged to contact [Disability@nfcc.edu](mailto:Disability@nfcc.edu) or ask for assistance in that office.

## Select Services Available to Students with Disabilities

### Hearing Impairments

- Determined by individual needs
- Interpreting service
- TTY/TDD access
- Amplification systems
- Academic Advisor and Coach
- Self-contained remedial courses
- Note takers/signing tutors
- Testing and instructional modifications
- Priority Registration

### Learning Disabilities

- Determined by individual needs
- Note takers/tutors
- Academic Advisor and Coach
- Course substitutions
- Testing and instructional modifications
- Books on tape
- Priority Registration

### Physical Disabilities/Speech

- Determined by individual needs
- Note takers/tutors
- Classroom and furniture modifications
- Academic Advisor and Coach
- Testing and instructional modifications
- Policies regarding attendance/health issues
- Priority Registration

### Visual Impairments

- Determined by individual needs
- Reader services
- Note takers/tutor
- Academic Advisor and Coach
- Alternative format classroom materials

- Books on tape
- Testing and instructional modifications
- Priority Registration

### Cognitive/Psychological Disorders

- Determined by individual needs
- Note takers/tutors
- Academic Advisor and Coach
- Testing and instructional modifications
- Priority Registration

## Addresses

### Main Campus/Admissions Office

North Florida Community College  
325 NW Turner Drive  
Madison, Florida 32340-1698  
(850) 973-1611 (TTY)  
[www.nfcc.edu](http://www.nfcc.edu)

### ADA/504 Compliance Officer

Amelia Mulkey  
Dean Administrative Services  
325 NW Turner Drive  
Madison, Florida 32340-1698  
(850) 973-1604

### Coordinator of Services for Students with Disabilities

Stevie Fenton  
Disability Specialist/Acting Coordinator  
325 NW Turner Drive  
Madison, Florida 32340-1698  
(850) 973-9484 (V)/(850) 973-1611 (TTY)  
[fentons@nfcc.edu](mailto:fentons@nfcc.edu)

### Student Organizations

Open to any student wishing to participate

# Okaloosa-Walton College

## General Program

The mission of Okaloosa-Walton College is to provide quality educational programs and services whereby students may achieve their goals and the community is enhanced through academic, vocational, cultural, economic, and personal development opportunities.

Located in the coastal heart of Northwest Florida, the college's two county service district stretches from the Gulf of Mexico to the Alabama state line and encompass a population in excess of 200,000 permanent residents. In addition to a 264 acre campus in Niceville, OWC operates a joint campus with the University of West Florida in Fort Walton Beach, the Chautauqua Center in DeFuniak Springs, the Robert Sikes Education Center in Crestview and full-time centers at Eglin AFB and Hurlburt Field.

Throughout the college's history, OWC has maintained a consistent record of educational excellence. The median grade point average for OWC students who transfer to the state university system consistently ranks among the top five in the state. OWC instructors have been recognized with numerous state and national level awards for instructional excellence.

OWC offers state-of-the-art student computer labs, a top-rated sports complex, an ROTC program, a child development center, and a criminal justice training center. A 120,000 square-foot fine and performing arts center on the Niceville Campus provides students the

finest in instructional facilities for dance, music, theater, the visual arts, and the humanities. During the fall term of 2003 the new Amphitheater which seats 2,500 people opened for outdoor performances.

## Fall 2003 College Statistics

Hearing Impaired	5
Learning Disabilities	73
Physical Impairments	38
Speech Impairments	1
Visual Impairments	2
Other Disabilities	68
Registered Disabilities	187

## Publications

A pamphlet listing services for students with disabilities is available in the academic advising office of each site.

## Admissions Procedures

There are no special admission procedures for students with disabilities.

## Select Services Available to Students with Disabilities

### Hearing Impairments

- Interpreter service
- Florida Relay System
- Note takers

## Physical Impairments

- Accessible computers
- Library access equipment
- Extended time on tests
- Move class if not accessible
- Note takers
- Use of tape recorder
- Scribe
- Priority seating

## Learning Disabilities

- Distraction-reduced testing areas
- Extended time on tests
- Tests on audio cassette tape
- Use of tape recorder
- Note takers
- CLAST waiver
- Scribe
- Course substitutions

## Visual Impairments

- No dog restrictions
- Large print copies of classroom materials
- Special seating
- Extended time on tests
- Visualtec
- Zoomtext
- Braille taping
- Tests on audio cassette tape
- Use of tape recorder
- Scribe

## Other Disabilities

- Determined by individual needs

## Addresses

### Main Campus

100 College Boulevard  
Niceville, Florida 32578  
(850) 678-5111

### Admissions Office

100 College Boulevard  
Niceville, Florida 32578  
(850) 729-6922

### ADA/504 Compliance Officer

Diane Baxter  
Facility Planner  
100 College Boulevard  
Niceville, FL 32578  
(850) 729-5364 (711, Florida Telecommunications Relay)  
(850) 729-5215 Fax  
[baxterd@owc.net](mailto:baxterd@owc.net)

### Coordinator of Services for Students with Special Needs

Jody Swenson  
Counselor/Coordinator of Services for Students with Special Needs  
(850) 729-6079 (Florida Relay 711)  
(850) 729-5323 Fax  
[swensonj@owc.net](mailto:swensonj@owc.net)

# Palm Beach Community College

## General Program

Palm Beach Community College, a richly diverse comprehensive two-year institution with a history of achievement since 1933, is dedicated to serving the educational needs of the residents of Palm Beach County by providing the associate in arts, associate in science, and associate in applied sciences degrees, as well as professional certificates, workforce development and lifelong learning. Campuses are located in Lake Worth, Boca Raton, Palm Beach Gardens, and Belle Glade. The mission of Palm Beach Community College is to provide an accessible and affordable education through a dedicated and knowledgeable faculty and staff, a responsive curriculum, and a strong community partnership, which together will enable students to think critically, demonstrate leadership, develop ethical standards, and compete effectively in the global workplace.

PBCC offers a comprehensive selection of employment-focused workforce training. There are more than 55 of these vocational programs including practical nurse, surgical technician, drafting, public safety dispatcher, and computer support specialist.

### 2002-2003 College Statistics

Hearing impairments	26
Learning Disabilities	303
Physical Impairments	137
Visual Impairments	30
Mental/Psychological Disabilities	153
Other Disabilities	6
Total Registered Disabilities	655

## Publications

Two brochures: *Transition from High School to College for Students with Disabilities*, *We Can Point You in the Right Direction; Disability Support Services*

## Admission Procedures

There are no special admission procedures for students with disabilities

## Select Services Available to Students with Disabilities

### Learning Disabilities

- Priority registration
- Reduced course load
- Permission to use tape recorder
- Permission to use calculator/spell checker
- Copies of classmate's notes/note taking assistance
- Extended time on tests
- Early access to course syllabi
- Private test area
- Extended time on in-class assignments
- Course waiver/substitution for non-essential course requirements
- Oral tests
- Taped texts

### Visual Impairments

- Reading lists or syllabi in advance to permit time for transferring into alternate format
- Text books ordered in alternative format (advance notice required)

- Preferential seating
- Tape recording of lectures and class discussions
- Note taking services
- Handouts in accessible format
- Talking calculators
- Adaptive computers and software

### **Psychological Disorders**

- Extended time for exams, quiet testing area
- Note takers, readers, or tape recorders in class
- Incomplete or late withdrawals in place of course failures in the event of prolonged illness or hospitalization related to disability
- Flexibility in attendance requirements in case of disability-related absences (case-by-case only and requires input from faculty, DSS advisor, and student)
- Priority registration

### **Physical Impairments**

- Accessible location for the classroom and place for faculty to meet with students
- Accessible seating
- Note takers, use of tape recorders, laptop computers, or photocopying of peer notes
- Extended time for testing
- Special computer equipments/software: voice activated work processing, keyboard modification, etc.
- Advance planning for field trips to ensure accessibility

### **Hearing Impairments**

- Note taking assistance
- Assistive listening devices
- Sign language interpreters
- Preferential seating
- Captioned videos
- TDD/TYY access

### **Addresses**

#### **Lake Worth Campus**

4200 Congress Avenue  
Lake Worth, FL 33461  
(561) 868-3300

#### **Belle Glade Campus**

1977 College Drive  
Belle Glade, FL 33430  
561-993-1125

#### **Boca Raton Campus**

3000 Saint Lucie Avenue  
Boca Raton, FL 33431  
561-862-4316

#### **Palm Beach Gardens Campus**

3160 PGA Blvd.  
Palm Beach Gardens, FL 33410  
561-207-5345

### **Coordinator of Programs and Services for Students with Disabilities**

Susan Lang  
District Coordinator of Support Services  
4200 Congress Avenue  
Lake Worth, FL 33461  
(561) 868-3375  
[Langs@pbcc.edu](mailto:Langs@pbcc.edu)

# Pasco-Hernando Community College

## General Program

Pasco-Hernando Community College serves the educational needs and interests of our community. As a comprehensive, multi-campus community college, PHCC provides an accessible, diverse learning environment rich with opportunities for students to attain academic success and cultural growth, to build and expand their knowledge and skills, and develop both as individuals and as citizens of our world.

Pasco-Hernando Community College, in compliance with Title II of the Americans with Disabilities Act (ADA), makes every reasonable effort to accommodate persons with disabilities. If a student requires any special services or accommodation because of a disability, he/she should contact the Assistant Dean of Student Services at the chosen campus or the Coordinator of Disabilities Services. Pasco-Hernando Community College is an equal access college and does not discriminate against persons with disabilities. The College requires documentation of a student's disability before providing accommodations for such disability.

Students requiring accommodations are to meet with the college disabilities coordinator every semester-no later than the first two weeks of classes- to discuss their needs. Qualified students with hearing or vision related problems requiring special accommodations related to interpreters or assistive technology, must contact the Office

of Disabilities Services at least six weeks in advance of the first class.

Students who have a documented disability may be eligible for a reasonable course substitution for any requirement for admission or graduation. Students must be able to document that their failure to meet the requirement is related to the disability and the substitution does not constitute a fundamental alteration in the nature of the program. To initiate the process, students must provide the necessary disability documentation and fill out a PHCC Course Substitution Form with the Coordinator of Disabilities Services or an academic advisor. The appropriate Associate Dean/Dean will review the request and recommend action. If the Associate Dean/Dean recommends approval, the Vice President of Educational Services must review the request for final approval. Denials of course substitution requests by the Associate Dean/Dean may be appealed to the Vice President of Educational Services, who will make a final decision about the request.

## Publications

There are two publications available at the Student Services Office and the Office of Disabilities Services. They are a handbook for students with disabilities and ODS brochure.

## Select Services Available to Students with Disabilities

### Hearing Impairments

- Interpreters
- Note Takers
- Determined by Individual Needs

### Physical Impairments

- Modified Furniture
- Special Seating
- Readers
- Extended Time for Exams
- Note Takers
- Adapted Test Format
- Scribe
- Library Access Assistance
- Determined by Individual Needs

### Learning Disabilities

- Paid Peer Tutors when available
- Extended Time on Tests
- Distraction Reduced Room
- Taped Books
- Adapted Test Format
- Determined by Individual Needs

### Other Disabilities

- Determined by Individual Needs

## Addresses

### Main Campus Address

Pasco-Hernando Community College  
10230 Ridge Road  
New Port Richey, FL 34654  
(727) 847-2727  
(727) 816-3371  
[www.phcc.edu](http://www.phcc.edu)

### Coordinator of Programs and Services for Students with Disabilities

Reinhardt Thiessen III  
Coordinator of Disability Services  
10230 Ridge Road  
New Port Richey, FL 34654  
Telephone: (727) 816-3236  
Fax: (727) 816-3172  
[thiessr@phcc.edu](mailto:thiessr@phcc.edu)

### Student Organizations Involved with Disability Issues

Susan Ali: President  
People Accepting Challenges Together (PACT)  
10230 Ridge Road  
New Port Richey, FL 34654  
(727) 816-3473

Mary Ann Caceres: President  
Courage and Strength Together (CAST)  
11415 Ponce de Leon Blvd.  
Brooksville, FL 34601  
(352) 796-6726

# Pensacola Junior College

## General Program

The goal of the Office of Disability Support Services is to provide accommodations and support services which will ensure disabled student an equal opportunity to competitively pursue a quality education.

Disabled students at Pensacola Junior College attend mainstream classes and laboratories, and share educational expectations common to all students. To help students succeed in instructional programs, a variety of services are provided. These include orientation to campus facilities, personal and vocational counseling, special classroom arrangements, information and assistance to faculty, coordination with local community services, referrals to community agencies, and a variety of individualized efforts to help the students with disabilities succeed. Disability Support Services houses a collection of Braille and tape materials in several subject areas and Kurzweil personal reading machine. A growing collection of periodicals in record format is also available for the blind. Other services include special testing accommodations, limited note taking assistance, and interpreters for the deaf. With advanced notice Disability Support Services (DSS) may make arrangements to secure textbooks on tape. Readers can be provided to assist blind or learning disabled students in meeting their course assignments. When necessary, course substitutions can be made pursuant to section 240.153 Florida Statutes and State Board of Education Rule 6A-10.041. For further information, please contact the Di-

rector of Disability Support Services at (850) 484-1637.

## Fall 2003 College Statistics

Hearing Impairments	28
Learning Disabilities	170
Physical Impairments	167
Visual Impairments	11
Other Disabilities	306
Registered Disabilities	682

## Select Services Available to Students with Disabilities

### Hearing Impairments

- Interpreter service
- Amplification systems
- TTY/TTD access
- Captioned films
- Note takers

### Learning Disabilities

- Talking computers
- Special academic advising
- Foreign language waiver
- Reading and writing center
- Kurzweil Personal Reader
- Extended time on exams
- Taped books
- Note takers
- Alternate testing
- CLAST waiver

## Physical Impairments

- Reader service
- Accessible computers
- Loaner equipment
- Adaptive equipment for computers
- Extended time on exams
- Move class if not accessible
- Note takers
- Alternate tests

## Visual Impairments

- Reader service
- Talking computers
- Talking calculators
- No guide dog restrictions
- Large type books
- Kurzweil Personal Reader
- Extended time on exams
- Braille taping facilities
- Campus orientation
- Taped books
- Note takers
- Alternate tests

## Other Disabilities

- Determined by individual needs

## Addresses

### Main Campus Address

Pensacola Junior College  
1000 College Blvd.  
Pensacola, FL 32504  
(850) 484-1637  
[www.pjc.edu](http://www.pjc.edu)

## Admissions Office

Pensacola Junior College  
1000 College Blvd.  
Pensacola, FL 32504  
(850) 484-1601

## ADA/504 Compliance Officer

Dr. Jim Nickles  
Director  
1000 College Blvd  
Pensacola, FL 32504  
(850) 484-2093 (TDD)  
Fax (850) 484-2049  
[Jnickles@pjc.edu](mailto:Jnickles@pjc.edu)

## Programs and Services for Students with Disabilities

Ms. Linda Sheppard  
Coordinator  
1000 College Blvd  
Pensacola, FL 32504  
(850) 484-1637  
[lsheppard@pjc.edu](mailto:lsheppard@pjc.edu)

Ms. Becky Adkins  
Staff Interpreter  
1000 College Blvd  
Pensacola, FL 32504  
(850) 484-1637

# Polk Community College

## General Program

Polk Community College adheres to the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Section 504 is designed to eliminate discrimination in any program or activity receiving federal financial assistance.

All services, degree programs, and classes are open to eligible disabled students, and reasonable accommodations are provided based on individual needs. The disabled student advisors work with any rehabilitation agency such as the Division of Vocational Rehabilitation or the Division of Blind Services to coordinate student services.

### Fall 2002 or 2003 College Statistics

Hearing Impairments	13
Learning Disabilities	79
Physical Impairments	74
Speech	1
Visual	11
Psychological	36
Registered Disabilities	214

## Publications

PCC Resource Guide for Disabled Students Brochure is available at the Student Services Office and PCC Catalog, Services for Students with Disabilities page 17 available at the Student Services Office.

## Admissions Procedures

In order to provide accommodation to students with disabilities, PCC requires students with disabilities to self-identify and provide documentation to confirm the disability. This information is kept confidential and is used for the purpose of aiding students in achieving their fullest potential while at the College.

## Select Services Available to Students with Disabilities

### Hearing Impairments

- Note taker
- Extended testing time
- Priority classroom seating
- Tutoring
- Early registration
- Sign language interpreters
- Florida Relay Service

### Physical Impairments

- Note taker
- Extended testing time
- Priority classroom seating
- Tutoring, tape recorders
- Early registration
- Library access assistance
- Computer accommodations
- Adjustable height tables-classroom
- Adjustable height computer stations

### Learning Disabilities

- Gordon rule substitution
- CLAST waiver, note taker

- Extended testing time
- Priority classroom seating
- Tutoring
- Books on tape
- Tape recorders
- Early registration

### **Visual Impairments**

- Note taker
- Extended testing time
- Priority seating, tutoring
- Books on tape
- Tape recorders
- Early registration
- Zoomtext software
- Private campus orientation
- Large print books
- Library access assistance
- Testing with proctor/reader
- Computer accommodations
- Large print calculator
- Guide dogs allowed

### **Other Disabilities**

- Services provided based on individual needs

### **Addresses**

#### **Main Campus**

999 Avenue H N.E.  
 Winter Haven, FL 33881  
 (863) 297-1000  
[www.polk.edu](http://www.polk.edu)

#### **Admissions Office**

999 Avenue H N.E.  
 Winter Haven, FL 33881  
 863-297-1010 ext 5264  
 Fax: (863)297-1023

#### **ADA Compliance Officer**

Valparisa Baker  
 999 Avenue H N.E.  
 Winter Haven, FL 33881  
 863-297-1010 ext 5378  
 Fax: (863) 297-1053  
[vbaker@polk.edu](mailto:vbaker@polk.edu)

#### **Coordinator of Programs and Services for Students with Disabilities**

#### **Winter Haven Campus**

Sylvester Little  
 999 Avenue H N.E.  
 Winter Haven, FL 33881  
 (863) 297-1010 ext 5227  
 Fax: (863) 297-1060  
[slittle@polk.edu](mailto:slittle@polk.edu)

#### **Lakeland Campus**

Jean Richards  
 999 Avenue H N.E.  
 Winter Haven, FL 22881  
 (863) 297-1010 ext 6107  
 Fax: (863) 297-1006  
[jrichards@polk.edu](mailto:jrichards@polk.edu)

# St. Johns River Community College

## General Program

St. Johns River Junior College was established as a public institution in 1958 to serve the counties of Clay, Putnam, and St. Johns. It was one of several public junior colleges founded in accordance with legislation enacted by the 1957 session of the Florida Legislature.

In 1977, the College underwent two major changes. The official name became St. Johns River Community College and SJRCC opened its first branch campus in Orange Park, a community in northern Clay County. The Orange Park Campus is now located on College Drive in the Doctors Inlet area. Construction of permanent facilities on that site began in 1987 and the College began operating in the new facility in 1989. A student center and expanded learning resources center were constructed in 1997.

In July 1986, the College opened its second branch campus, this time in St. Augustine in the Fullerwood School, a site made available by the St. Johns County School Board. After operating for more than nine years in the Fullerwood building, the St. Augustine faculty, staff, and students moved in January 1996 to the newly constructed campus located on State Road 16 on the outskirts of St. Augustine.

In 1999, SJRCC began offering classes in Ponte Vedra and in 2000 opened the Ponte Vedra Center, located in the Ponte Vedra Office Park complex near the junction of St. Johns County Road 210 and A1A.

The College continues its comprehensive educational role by expanding its offerings in academic, workforce development and adult education areas as well as continuing and community education to help better serve area residents.

St. Johns River Community College is dedicated to providing students with equal access to a broad spectrum of educational and cultural opportunities while encouraging the pursuit of truth, academic excellence, and scholarly achievement. The College is committed to creating and continuously improving affordable, accessible, effective learning opportunities, resources, and support services for the ever changing educational needs of the diverse population it serves.

## Admissions Procedures

Students are informed during the registration procedure as well as during orientation on admission procedures. They are to see the students with disabilities counselor on each campus and bring proper documentation. Students are then to discuss their accommodation needs with the counselor. The counselor then has the student sign two forms. One form is the Disability Student Classification Form and the other is in regarding to the specific accommodations the student requires.

## Select Services Available to Students with Disabilities

### Hearing Impairments

- Interpreters
- Electronic mail
- Books on tape

### Physical Impairments

- Note takers
- Chairs with arms
- Larger desks
- Extended time on tests or assignments
- Books on tape

### Learning Disabilities

- Note takers
- Extended time on tests or assignments
- Books on tape
- Math tutors

### Visual Impairments

- JAWS
- Books on tape

### Other Disabilities

- Note takers
- Extended time on tests or assignments
- Taped lectures
- Books on tape

## Addresses

### Main Campus

5001 St. Johns Avenue  
Palatka, Florida 32177  
(386) 312-4200  
[www.sjrcc.cc.fl.us](http://www.sjrcc.cc.fl.us)

### Admissions

SJRCC Palatka Campus  
5001 St. Johns Avenue  
Palatka, FL 32177-3897

### Coordinator of Programs and Services for Students with Disabilities

Paula Shepherd  
5001 St. Johns Avenue,  
Palatka, FL 32177  
Phone - (386) 312-4036  
Fax - 312-4292  
[paulashepherd@sjrcc.edu](mailto:paulashepherd@sjrcc.edu)

Relay service for the hearing and vision impaired:  
TDD: 1-800-955-8771  
Voice: 1-800-955-8770

# St. Petersburg College

## General Program

St. Petersburg College is committed to the open door concept and provides equal access to educational opportunities to all qualified disabled individuals. The services that are provided for students with disabilities on all campuses and sites range from individualized aid in registration, to accessibility in building, programs, and activities.

## Publications

There is a brochure on services for students with disabilities and a disabled student guide available.

## Admissions Procedures

SPC's two year college is open to all students with standard diplomas or GEDs. Admission to four-year programs is based on applicants meeting criteria specific to the program. Consult the College catalog for specifics.

## Fall 2002 College Statistics

Hearing Impaired	106
Learning Disabled	510
Emotionally Handicapped	212
Physical Impairment	165
Visual Impairment	45
Other Disabilities	127
Student Population	20,015

## Select Services Available to Students with Disabilities

### Hearing Impairments

- Interpreter service
- C print

- Amplification systems
- TTY/TDD access
- Note takers
- Career Development Center
- Academic Advisor
- Priority registration
- Individual/small group tutoring
- FRS access
- Accommodated CLAST
- Support service specialist
- Self-contained developmental sections
- Housing information
- Appropriately trained service dogs accepted

## Learning Disabilities

- Specially trained tutors
- Reader or audio provision
- Adaptive computer software
- Extended times on exams
- Referral for books on tape
- Note takers/ scribes
- Specialized testing
- Test readers
- Class videotapes
- Foreign language substitution upon appeal
- Lecture outline printouts
- Print magnifiers
- Accommodated CLAST
- Adaptive computer/technology lab
- Medical/ health fields tutoring
- Priority registration
- Substitution of nonessential subject areas
- Order books on CD from publisher

## Physical Impairments

- Reader or audio provision
- Accessible computers
- Extended time on exams
- Move class if not accessible
- Professional tutors
- Note takers/ scribes
- Accommodated testing
- Priority registration
- Wheelchair desks
- Elevator access
- Emergency evacuation equipment and training
- Accommodated CLAST
- Order books on CD from publisher
- Appropriately trained service dogs accepted

## Visual Impairments

- Reader service for tests
- Speech to text
- Appropriately trained service dogs accepted
- Extended time on exams
- Braille and taping access
- Professional tutors
- Note takers/ scribes
- Alternate tests
- CCTV
- Zoomtext
- JAWS
- Voice synthesizer on computers
- Print magnifiers/ enlarged print service
- Priority registration
- Order books on CD from publisher

## Other Disabilities

- Accommodations determined by individual need

## Other Services

- New Initiative Program (Health Science Areas-tutoring program for financially and academically disadvantaged)
- Student Support Services (services for the academically disadvantaged)
- Connections Program (Health Science Areas)

## Addresses

### Main Campus/Admissions Office

St. Petersburg College  
P.O. Box 13489  
St. Petersburg, Florida 33733  
(727) 345-7752  
[www.spcollege.edu](http://www.spcollege.edu)

### ADA/504 Compliance Officer

Willie Felton  
Acting Vice President  
P.O. Box 13489  
St. Petersburg, Florida 33733  
(727) 341-3344

### Coordinator of Services and Programs for Students with Disabilities

Peg Connell  
Special Populations  
Coordinator  
District Office  
P.O. Box 13489  
St. Petersburg, Florida 33733  
(727) 341-3398  
[connellp@spcollege.edu](mailto:connellp@spcollege.edu)

# Santa Fe Community College

## General Program

Santa Fe Community College has become one of the most accessible colleges in the state of Florida for students with disabilities. Students with disabilities have access to barrier-free facilities, trained and experienced counselors, reasonable academic adjustments, and academic support. Students with disabilities who wish to receive reasonable accommodations must register with the DRC and provide documentation diagnosing the disability and indicating its specific functional limitations. Once registered, students may receive accommodations that include (but are not limited to) alternative testing arrangements, note takers, adaptive technologies, alternative format curriculum materials, interpreters and priority registration.

On the Northwest campus, the DRC provides centralized access to a wide variety of adaptive/assistive devices and software applications in the Adaptive Technology Lab and in the alternative testing suite. Additional designated DRC workstations and support staff are scattered throughout the rest of the Northwest campus and at all of its centers.

Examples of adaptive software, assistive devices and alternative format materials which the DRC can provide include screen-readers, screen-magnifiers, audio-books, voice-to-text systems, text-to-speech systems, refreshable Braille display, adaptive keyboards and mice, reading and writing support tools, note taking support tools and assistive listening systems. DRC staff members are available to provide training in the use of most available adaptive technologies.

Examples of adaptive software, assistive devices and alternative format materials which the DRC

can provide include screen-readers, screen-magnifiers, audio-books, voice-to-text systems, text-to-speech systems, refreshable Braille display, adaptive keyboards and mice, reading and writing support tools, note taking support tools and assistive listening systems. DRC staff members are available to provide training in the use of most available adaptive technologies.

## Fall 2005 College Statistics

Hearing Impairments	17
Learning Disabilities	322
Physical Impairments	144
Visual	21
Psychological	213
Other	1
Registered Disabilities	718
Student Population	15,855

## Publications

Information regarding the Disabilities Resource Center is provided in an information flier, student handbook, and other college publications. In addition, comprehensive information is provided on our website: <http://admin.sfcc.edu/~drc/>

## Admissions Procedures

Information regarding admissions to the college, deadline dates for submission of applications, and all forms necessary for admission to the college may be obtained by contacting the Office of the Registrar, Santa Fe Community College, R-101, 3000 NW 83<sup>rd</sup> Street, Gainesville, FL 32606, or by visiting our "askSantaFe" link on the SFCC home page at <http://www.sfcc.edu>

## Select Services Available to Students with Disabilities

### Hearing Impairments

- Sign language interpreter service
- Note taking service
- TTY access
- FM wireless auditory assistance system
- Captioning

### Physical Impairments

- Accessible computer stations
- Adaptive technologies
- Adaptive equipment
- Alternative testing arrangements
- Adjustable tables and special chairs
- Note taking service

### Learning Disabilities

- Alternative testing arrangements
- Adaptive technologies
- Textbooks in alternative format
- Spell check devices
- Course substitutions / CLAST waivers
- Note taking service

### Visual Impairments

- Adaptive technologies for screen reading and print enlargement
- Closed circuit television (CCTV)
- Talking calculators
- Course materials in alternative format
- Alternative testing arrangements

### Other Disabilities

- Accommodations determined by individual need

## Addresses

### Main Campus

Northwest Campus  
3000 NW 83<sup>rd</sup> Street  
Gainesville, FL 32606  
(352) 395-5000  
<http://www.sfcc.edu>

### Admissions

Office of the Registrar  
Building R, room 101  
3000 NW 83<sup>rd</sup> Street  
Gainesville, FL 32606  
(352) 395-5443

### ADA Compliance Officer

Dr. Patricia Grunder  
VP for Innovation and College Advancement  
EA/EO Coordinator  
R Annex Building  
3000 NW 83<sup>rd</sup> Street  
Gainesville, FL 32606  
(352) 395-5180

### Coordinator of Services for Students with Disabilities

Claudia Munnis  
Coordinator, Disabilities Resource Center  
Building S, room 236  
3000 NW 83<sup>rd</sup> Street  
Gainesville, FL 32606  
(352) 395-4400 voice/TDD  
(352) 395-4100 fax  
[claudia.munnis@sfcc.edu](mailto:claudia.munnis@sfcc.edu)  
DRC website: <http://admin.sfcc.edu/~drc/>

# Seminole Community College

## General Program

Seminole Community College is committed to serving the community by providing learning-centered, high quality education. SCC offers a variety of educational programs, including community education, Adult High School, ABE/GED, vocational certificates, Associate in Science degrees, and Associate in Arts degrees.

The goal of Disability Support Services (DSS) is to ensure equal access and equal opportunity for all students with disabilities. DSS helps students with disabilities obtain accommodations (such as extended time on exams, interpreters, etc.). When a student visits the DSS office and provides documentation of his/her disability, a DSS staff person and the student will discuss the support needed to complete his/her academic program. Each semester, students will need to request accommodations for each course in which they need assistance. Accommodations are provided at no cost to the student.

SCC is an “open door” college. Applicants who have graduated from high school or who have obtained a GED are eligible for admission in AA/AS degree programs. Applicants who do not meet the above criteria may be admitted as “provisional admission students.”

Placement tests are required for all students entering high school, ABE/GED, vocational, or college credit courses. These tests are designed to determine the student’s current level of reading, language, and math skills. Using these test scores, counselors help students

determine appropriate beginning levels of courses. Students who need accommodations on placement tests should register with DSS by bringing in documentation of disability and discussing appropriate accommodations with DSS staff.

Course substitutions may be requested by students whose disabilities prevent them from successfully completing required course work. Substitution requests will be reviewed by a committee and will only be granted if the substitution will not alter the essential components of a course of study. DSS staff can provide guidance to students considering requesting substitution courses.

## Admissions Procedures

There are no special admission procedures for students with disabilities. However, prospective students may request accommodations for placement testing, interpreters, etc. from DSS.

## Fall 2003 College Statistics

Hearing Impairment	26
Learning Disabilities	315
Physical Impairments	99
Visual Impairments	15
Mental/Psychological	224
Other Impairments	5
Registered Disabilities	689
Student Population	29,749

## Publications

DSS has brochures that describe our services, documentation guidelines, and note taker policies.

## Services Provided to Students with Disabilities

### Hearing Impairments

- Interpreters for the deaf
- Amplification systems in theater
- Assistive listening devices
- TTY access
- Note takers

### Learning Disabilities

- Extended time on exams
- Spell-checkers
- Note takers
- Audio text books
- Tutoring
- Kurzweil/Premier Scan and read software
- Registration assistance

### Physical Impairments

- Accessible computers
- Adjustable tables
- Adaptive equipment for computers
- Extended time on exams
- Scribes for exams
- Note takers
- Evacutrac

### Visual Impairments

- JAWS

- Braille embosser
- CCTV
- Talking calculators
- Audio textbooks
- Scribes
- Alternate format tests (Braille, etc.)
- Enlarged handouts/tests

### Other Disabilities

- Determined by individual needs

## Addresses

### Main Campus/ Admissions Office

100 Weldon Boulevard  
Sanford, FL 32773-6199

### ADA/504 Compliance Officer

Lonnie Thompson  
Equity Coordinator  
100 Weldon Boulevard  
Sanford, FL 32773-6199  
(407) 708-2069

### Coordinator, Disability Support Services

Dottie Paishon  
Disability Support Services  
100 Weldon Boulevard  
Sanford, FL 32773-6199  
(407) 708-2109  
(407) 708-2110 (TTY)  
[paishond@scc-fl.edu](mailto:paishond@scc-fl.edu)

### Student Organization

disAbled Students Lead (DSL)

# South Florida Community College

## SFCC Mission and Purpose

South Florida Community College is a comprehensive, open-access, higher education institution dedicated to providing a learning-centered environment through excellent programs, training, and services. Working in partnership with organizations and communities, we offer leadership and opportunities for educational, cultural, and economic development of the College District. The College assists the people of the College District, including DeSoto, Hardee, and Highlands counties, regardless of economic, social, or educational background to achieve success in:

- Completing an associate degree in preparation for pursuing a baccalaureate or other professional degree or credential;
- Completing career and technical training in order to enter the workforce, or to improve career circumstances;
- Completing college preparatory programs of study including earning of a high school diploma;
- Obtaining basic skills in literacy, numeracy, and citizenship in order to prosper as a contributing member of society;
- Gaining personal, cultural, and global awareness, appreciation, and understanding needed in a complex contemporary society;
- Pursuing advanced academic preparation and credentials available through partnerships with

colleges and universities; and

- Participating in the social, cultural, environmental, and economic development of the communities served by the College.

## Publications

Information on reasonable accommodations for individuals with special needs is available on the college's website: [www.southflorida.edu](http://www.southflorida.edu), by email at [disabilities.specialist@southflorida.edu](mailto:disabilities.specialist@southflorida.edu), or a descriptive brochure is available for standard mail reply.

## Fall 2006 College Statistics

Hearing Impairments	2
Learning Disabilities	33
Physical Impairments	9
Mental/ Psychological	79
Visual Impairments	4
Total Registered Disabilities	127
Student Population	3,150

## **South Florida Community College**

### **Disabled Student Services**

South Florida Community College provides reasonable accommodations to educational / training opportunities for all otherwise qualified individuals with documented disabilities. The policy follows guidelines outlined in Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990.

It is the responsibility of the student or potential student to self-identify and provide appropriate documentation to the Disabilities Specialist. Students who choose not to self-identify may be ineligible for services and / or accommodations. More information is available by contacting the Disabilities Specialist located in the Cornelius Student Services Building (Building B) in person, by email at [disabilities.specialist@southflorida.edu](mailto:disabilities.specialist@southflorida.edu), and / or by phone at (863) 784-7331.

### **Highlands Campus/Admissions**

#### **Address**

600 West College Drive  
Avon Park, Florida 33825  
(863) 453-6661 (Voice/TDD)  
[www.southflorida.edu](http://www.southflorida.edu)

### **ADA/504 Compliance Officer**

John Brown  
Director for Human Resources  
600 West College Drive  
Avon Park, Florida 33825  
(863) 453-6661 ext. 7232  
[brownjf@southflorida.edu](mailto:brownjf@southflorida.edu)

### **Coordinator of Programs and Services for Students with Disabilities**

Jack Parr  
Counselor/Disabilities Specialist  
600 West College Drive  
Avon Park, Florida 33825  
(863) 453-6661 ext. 7331  
[disabilities.specialist@southflorida.edu](mailto:disabilities.specialist@southflorida.edu)

# Tallahassee Community College

## General Program

Tallahassee Community College provides our students both the opportunity and the support needed to reach their full potential and to successfully fulfill their educational goals. Students who identify themselves and provide appropriate documentation are eligible for academic support services. In addition to advising and providing priority registration, Disability Support Services counselors may also act as advocates and liaisons with instructors, staff, and local agencies.

The Disability Support Services Testing Center and the Adaptive Technology Computer Center are equipped with adaptive technology such as talking calculators, spellers, Braille printer and scanner, adaptive computer hardware and software, magnification equipment and voice synthesized computer software.

Services available to our students include note taking, reading, writing, interpreting and extended time testing.

Tallahassee Community College has established policies and procedures for eligible students to meet admission, graduation, and/or course work requirements. Substitution requests are reviewed on an individual basis.

TCC is an Equal Opportunity College in compliance with provisions of the Americans with Disabilities Act.

## Publications

A Disability Support Services brochure is available, as well as a *DSS Info Sheet* which explains services available for students with disabilities.

## Admission Procedures

Students with disabilities must self-disclose in order to receive assistance.

## Select Services Available to Students with Disabilities

### Hearing Impairments

- Interpreter services
- TTY access
- Captioned films
- Note takers
- Audio/visual alarms in all campus buildings

### Learning Disabilities

- Reader service
- Talking computers
- Individualized academic advising
- Open Book
- Extended time testing
- Recordings for the Blind and Dyslexic

- Note takers
- Kurzweil
- Dragon Naturally Speaking software
- Jaws software

### **Mobility Impairments**

- Accessible computers
- Library access assistance
- Writers
- Adaptive equipment for computers
- Extended time testing
- Note takers

### **Visual Impairments**

- Reader service
- Talking calculators
- Library access assistance
- Large type books
- Extended time testing
- Braille and taping facilities
- Note takers
- CCTV system
- Daytona Book Depository in Library
- Tape recorders
- Enlarged tests and notes
- Adaptive computer equipment

### **Other Disabilities**

- Determined on an individual basis

## **Addresses**

### **Main Campus**

Tallahassee Community College  
444 Appleyard Drive  
Tallahassee, Florida 32304  
(850) 201-6200

Website: [www.tcc.fl.edu](http://www.tcc.fl.edu)

### **Admissions Office**

Student Union, 2<sup>nd</sup> Floor  
444 Appleyard Drive  
Tallahassee, Florida 32304  
(850) 201-8555

### **ADA Coordinator**

Gayle Fisher  
ADA Coordinator  
Student Union, Room 290  
444 Appleyard Drive  
Tallahassee, Florida 32304  
(850) 201-8437 (Voice)  
Email: [fisherg@tcc.fl.edu](mailto:fisherg@tcc.fl.edu)

### **Disability Support Services**

#### **Counselors**

Margaret Hardee, Coordinator  
Judy Barnes, Counselor  
Mark Linehan, Counselor  
Disability Support Services Coordinator  
Student Union, Room 172  
(850) 201-8430 (Voice)  
(850) 201-8429 (TTY)  
(850) 201-8433 (Fax)  
Email: [dss@tcc.fl.edu](mailto:dss@tcc.fl.edu)

# Valencia Community College

## General Program

Valencia Community College, a comprehensive, multi-campus community college, is a creative leader and partner in the Central Florida community. The College is dedicated to the premise that quality educational opportunities are necessary to bring together the diverse social, ethnic, political and economic forces in a democratic and open society. The College also recognizes that each student is different and, therefore, should have available a variety of services that support student academic and personal development.

The Office for Students with Disabilities (OSD) is committed to the fulfillment of equal opportunity, academic freedom and human dignity for students with disabilities. The Office for Students with Disabilities exists to provide reasonable and appropriate accommodations for qualified students with disabilities, to assist students in self-advocacy, to educate the Valencia Community about disabilities, and to ensure compliance with the ADA and Section 504.

In 2000, Valencia was selected as a Vanguard Learning College. Currently, Valencia is ranked 2<sup>nd</sup> among the nation's colleges and universities in the number of Associate degrees awarded. 90% of Valencia's Associate in Science and Applied Science degree graduates (2002/2003) are placed in jobs earning an average salary of \$33,024.

## 2004-05 College Statistics

Hearing Impairments	40
Learning Disabilities	313
Physical Impairments	154
Visual Impairments	32
Other Disabilities	129
Total registered Disabilities	756
Total population	42,067

## Publications

List of publications available to students with disabilities and where available:  
Office for Students with Disabilities brochure (OSD office), Student Handbook (OSD office, website).

## Admissions Procedures

No special admissions procedures for students with disabilities but students must register with OSD to request accommodations.

## Select Services Available to Students with Disabilities

### Services for Hearing Impairments

- Interpreters
- Real-time captioning
- ALD's
- Note takers
- Priority Registration
- Alternative testing format

## Physical Impairments

- Adaptive software/equipment
- Readers/Scribes
- Note takers
- Priority Registration
- Alternative testing format

## Learning Disabilities

- Adaptive software/text
- Readers/Scribes
- Note takers
- Priority Registration
- Alternative testing format

## Visual Impairments

- Adaptive software/text
- Readers/Scribes
- Note takers
- CCTV
- Priority Registration

## Other Disabilities

- Determined by individual needs

## Addresses

### Main Campus

Valencia Community College  
P.O. Box 3028  
Orlando, FL 32802  
(407) 299-5000

### Admissions Office

P.O. Box 3028  
Orlando, FL 32802  
(407) 299-5000

## Coordinator of Programs and Services for Students with Disabilities

Vacant (Please contact Dr. Sonya Joseph, Assistant Vice President for Student Affairs)  
Director, Office for Students with Disabilities  
P.O. Box 3028  
Orlando, FL 32802  
Telephone (voice and TDD): (407)299-5000,  
TTY (407)582-2122  
Fax: (407)582-8908  
Email: [sjoseph@valenciacc.edu](mailto:sjoseph@valenciacc.edu)  
Website: <http://valenciacc.edu/osd.asp>

## ADA/504 Compliance Office

Dr. Stan Stone  
Vice President, Human Resources and Diversity  
P.O. Box 3028  
Orlando, FL 32802  
(407) 299-5000

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This publication has been developed with the sole purpose of being a resource and in no way intended to be a binding contract by the colleges listed. Programs, services, and staff may change as time goes on. Please contact each college directly for more information about services available.

Portions of this Guide are based on the University of Florida Faculty Guide: “Providing Service and Access to Students and Employees with Disabilities in Higher Education: Effective and Reasonable Accommodations”, 4th Edition, November 2002. Permission given by Dr. Kenneth Osfield, author.

This public document was produced by the University of Florida, ADA Compliance Office to provide information to K-12 administration and teachers, community college staff, parents of children with disabilities, students with disabilities, and others involved in education.

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