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OPERATING PROCEDURE

Procedure Number/Name:	050.019.001 - Disability Resources Accommodations
Associated Rule Number/Name:	050.019.000 - Disability Support Services
Responsible Department:	Student Services

Overview

Students with disabilities wishing services and/or accommodations are required to register with Disability Resources. Students are asked to contact the office as early as possible, so that services can be arranged and provided in a timely manner. We will then work with students to determine which services best meet their individual needs. Students must be willing to disclose basic information regarding their disability(ies), provide necessary documentation, and be willing to discuss their needs for accommodations with instructors, where appropriate.

Areas of Responsibility

Student: To activate services each term through the Disability Resources office in a timely manner.

Disability Resources Advisor: To make determinations regarding accommodation(s) based on the information provided by student, set-up accommodations and assist with communication to staff/faculty.

Faculty: To review a student's requested accommodations and assist with the implementation of requested accommodations. This may include setting limits and/or creating plans with the student to ensure the accommodation assists the student, but does not interfere with essential class components or course outcomes. Faculty should work with the disability resources advisor if they need assistance or have questions.

Operating Procedure Details

1. *Preparation:*

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Before meeting with Disability Resources Advisor, student should:

- Fill out Disabilities Resources (DR) registration paperwork. This is available in the roundabout in Student Services, online and directly from the DR office.
- Request/obtain documentation of disability from appropriate professional(s). (See Guidelines for Documentation in Disability Resources Handbook)
Students may:
 - Bring in their documentation to their first appointment or mail/fax it in before their appointment.
 - Request their diagnosing professional(s) to mail/fax it in before their appointment.
- If student needs assistance with first two items, they should make an appointment with the disability resources advisor as soon as possible.
- Schedule an intake appointment with the disability resources advisor.

2. Initial Intake Meeting:

Students schedule an initial intake session with the disability resources advisor by contacting Student Services or the disability resources advisor directly. Students should bring:

- Documentation related to their disability (if not already sent)
- Completed Disability Resources registration paperwork

The disability resources advisor will:

- Discuss required documentation
- Identify resources to obtain documentation if unavailable/insufficient
- Assist the student with completing the required paperwork if necessary
- Talk with the student about the nature of his/her disability
- Discuss what the student believes he/she needs to be successful (accommodations; what has been helpful in the past?)
- Encourage continued contact for disability related needs and/or support
- Inform about how to set up their accommodations in the MyCGCC system and print their "Letters of Introduction."
- Enter appropriate notes and information into RogueNet Disability Module to set up accommodations.

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General information, including documentation requirements are communicated to students in the Disability Resources Handbook. Students can find the handbook posted online in the Disability Resources area under “Resources for Students.”

Further Information

Student Support Services Coordinator

sdahl@cgcc.edu

(541) 506-6046

References

1. CGCC Administrative Rule 050.019.000 – Disability Support Services
2. Student Resources:
<http://www.cgcc.cc.or.us/StudentServices/StudentsDisabilities.cfm>

Forms

1. Disability Resources Registration Forms
2. Letter of Introduction