

(EXCELLENCE: A Shared Vision)



HANDBOOK FOR STUDENTS WITH DISABILITIES



TRINITY VALLEY
COMMUNITY COLLEGE

This publication was made possible through funding by the
CARL PERKINS VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION ACT.

The Carl Perkins Vocational and Applied Technology Education Act provides funding for support and services to special population occupational-technical students enrolled at Trinity Valley Community College. Special population students are individuals with disabilities, individuals who are educationally and economically disadvantaged (including foster children), individuals of limited English proficiency, and individuals who participate in programs designed to eliminate sex bias.

Students who may qualify as disabled are individuals that have a physical or mental impairment that substantially limits one or more of the major life activities of that individual and any individual who is considered disabled under section 504 of the Rehabilitation Act of 1973.

Students meeting the Special Population eligibility criteria must be enrolled as full-time students (12 semester hours or more) in an occupational program. The Carl Perkins Grant may provide financial assistance for child care and work study employment. Other services made available through Carl Perkins funding are outreach and recruiting activities, guidance and counseling services, tutorial services, and career placement services for students.

For more information regarding the Perkins Grant, please call (903) 675-6232.



Accreditation

Trinity Valley Community College is accredited by the Commission on Colleges and Schools to award the Associate of Arts degree, Associate of Science degree, Associate of Applied Science degree and certificates of completion.

Approval

Programs and courses offered by Trinity Valley Community College are approved by the Texas Higher Education Coordinating Board.

The College with Opportunities

TVCC is an equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin or disability.

Questions or problems related to Title IX and Section 504 compliance activities should be directed to the Personnel Officer, 100 Cardinal Drive, Athens TX 75751 (903) 675-6215.

Trinity Valley Community College is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment because of race, color, religion, sex, national origin, age or disability.

PHILOSOPHY/OBJECTIVE

Trinity Valley Community College welcomes the student with academic potential who has a special need as a part of the student body. This institution is committed to assisting qualified students as completely as possible within the College community. Trinity Valley Community College provides equal opportunities for academically qualified students with disabilities and ensures access to a wide variety of resources and programs. The passage of Section 504, Federal Rehabilitation Act of 1973, and the "Americans with Disabilities Act" of 1990 requires that the College make certain special arrangements for students with disabilities, such as moving classes to accessible locations when necessary, allowing use of tape recorders, sign language interpreters or other educational auxiliary aids, making special test arrangements, etc. This does not mean that less should be required of the student with a disability than of others, but only that reasonable accommodations should be made to ensure that students with a disability have access to an education. The College will make reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who have been admitted to the College and request accommodations.

The Counseling Office serves as a liaison for students with disabilities. The program provides reasonable accommodations and assistance to the academically qualified student who has a physical/learning disability which substantially limits one or more of his/her life activities. All students are expected to abide by the Student Code of Conduct as outlined in the Student Handbook.

The following list of services may be available:

- Classroom notetakers
- Peer, professional and computer tutoring
- Study skills training
- Interpreters
- Readers/scribes
- Media aids
- Handicapped parking
- Special arrangements for taking tests (prior notice is necessary)
- Specialized and modified equipment
- Wheelchair access
- Pre-admission guidance and assistance with registration
- Specialized counseling
- Career planning
- Liaison and advocacy to faculty, staff, and administration
- Referral for diagnostic evaluation and community resources
- Other services are available on an individual basis

Support Agencies: Texas Rehabilitation Commission
Texas Commission for the Blind

THE LAW: SECTION 504

What is the Law?

Section 504 of the Rehabilitation Act of 1973 states that:

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

WHO IS PROTECTED UNDER THE LAW?

A “handicapped person” means “any person who (i) has a physical or mental impairment which substantially limits one or more of such person’s major life activities; (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment.”

A “qualified handicapped person” is defined as one who meets the requisite academic and technical standards required for admission or participation in the postsecondary institution’s programs and activities. Section 504 protects the civil rights of individuals who are qualified to participate and who have disabilities such as, but not limited to, the following:

- Blindness or visual impairments
- Cerebral palsy
- Chronic illnesses, such as:
 - AIDS
 - Arthritis
 - Cancer
 - Cardiac diseases
 - Diabetes
 - Multiple sclerosis
 - Muscular dystrophy
 - Psychiatric disorders
- Deafness or hard of hearing
- Drug or alcohol addiction (Section 504 covers former users and those in recovery programs and not currently using drugs or alcohol.)
- Epilepsy or seizure disorders
- Mental retardation
- Orthopedic handicap
- Specific learning disabilities
- Speech disorder
- Spinal cord or traumatic brain injury

AMERICANS WITH DISABILITIES ACT

What is the ADA?

The Americans with Disabilities Act of 1990 (ADA) is the civil rights guarantee for persons with disabilities in the United States. It provides protection from discrimination for individuals on the basis of disability. The ADA extends civil rights protection for people with disabilities to employment in the private sector, transportation, public accommodations, services provided by state and local government, and telecommunication relay services. The significance of this legislation is no less than that of the civil rights acts in the 1960's for minorities.

Who are Individuals with Disabilities?

A person with a disability is anyone with a physical or mental impairment (or who has a history of such a condition, or who is perceived by others to be disabled) that substantially impairs or restricts one or more major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. The term physical or mental impairment includes, but is not limited to:

- Speech
- Hearing
- Visual and mobility impairments
- Cerebral palsy
- Epilepsy
- Muscular dystrophy
- Cancer
- Diabetes
- Heart Disease
- AIDS
- Mental retardation
- Emotional illness
- Specific learning disabilities such as perceptual handicaps, brain injury, dyslexia, minimal brain dysfunction and developmental aphasia.

Does the ADA Affect Students at Postsecondary Institutions?

Postsecondary institutions that receive federal monies have been required to comply with a similar disability nondiscrimination law -- Section 504 of the Rehabilitation Act of 1973. The ADA upholds and extends the standards for compliance set forth in Section 504 to employment and promotion practices, the planning of meetings, and communications.

ACADEMIC SUPPORT SERVICES

For information about accommodations and services for students with disabilities at the branch campuses of TVCC, please contact:

TVCC – Palestine
Highway 19 North at 287
P.O. Box 2530
Palestine, TX 75802
(903) 729-0256
Linda Luce, Counselor

TVCC – Athens
100 Cardinal Drive
Athens, TX 75751
(903) 675-6343
Dennis Nolley, Counselor

Health Science Center
800 Highway 243, West
Kaufman, TX 75142
(972) 932-4309
Jeffrey Ballom, Counselor

TVCC – Terrell
I-20 at Wilson Road
PO Box 668
Terrell, TX 75160
(972) 563-4932
LuAnn Bourland, Counselor
(972) 563-4903
Amanda Leyva, Guidance Associate

Pre-Admissions Guidance

Prospective students with disabilities are encouraged to **arrange a visit to the campus prior to admission** in order to become acquainted with the facilities and services offered by Trinity Valley Community College which will enable them to fully participate in regular classroom instruction.

The College will make reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who apply for admission. It is the responsibility of the student to be aware of the guidelines, procedures and policies outlined in the official College Catalog and Student Handbook. This Handbook for Students with Disabilities is mainly to inform the student of the accommodations available at Trinity Valley Community College.

Assistance with Registration Process

The student should make the Counseling Office aware of his/her needs and request the assistance needed. Notification before the beginning of any semester is necessary for adequate scheduling of services. Any type of reasonable accommodation or assistance to increase the opportunity for success will be provided, if at all possible.

If reasonable accommodation in registration procedure or instructional environment is requested, the student must obtain a Request for Accommodation Form (RAF) from the Counseling Office and have an interview with a counselor. Current medical and/or psychological documentation which verifies their disability will be required with the RAF.

The **deadline** for applying for assistance with the counseling office is normally **four weeks prior** to the beginning of the initial semester of enrollment, in order to allow time to provide adequate coordination of services. The **deadline for applying for subsequent continuous semesters** of enrollment is **two weeks prior** to the beginning of regular college registration for that semester.

Counseling

Students may receive academic and personal counseling from professional counselors and staff at Trinity Valley Community College. Services may be accessed through the contacts listed at the beginning of this section.

Liaison and Advocacy to Faculty, Staff and Administration

Students with disabilities may request that instructor/staff be informed of accommodations which may be provided in the classroom or to assist classroom instruction. A confidential form, The Faculty and Staff Advisement Form will be prepared by counseling, and the student will be able to take the form to his/her instructor/staff during the first week of classes.

A Request for Accommodations Form **must be completed prior to the beginning of each semester** in the Counseling Office if accommodations are needed due to a physical or learning disability.

Appropriate documentation of physical or psycho/educational evaluation or Rehabilitation Agency referral must be submitted before any accommodations can be arranged. This evaluation and/or referral must clearly document the disability and support the need for accommodations. Reasonable accommodation requests and documentation may be subject to review by the ADA Compliance Committee.

The **deadline** for applying for assistance with the Counseling Office is normally **four weeks prior** to the beginning of the initial semester of enrollment, to allow time to provide adequate coordination of services.

The **deadline for applying for subsequent continuous semesters** of enrollment is **two weeks prior** to the beginning of regular college registration for that fall or spring semester.

Career Planning

The Career Planning and Placement Center located in the Counseling Office, provides career planning information for students including exploration of career options, computer-based interest assessments, occupational information, senior colleges and transfer information. Placement services available include: job search information, referrals for part-time and full-time employment, and a resume writing service. Seminars are conducted on resume writing, job search strategies and interviewing techniques throughout the year. A career counselor is available at all campus locations.

Community Referrals

Texas Rehabilitation Commission and Texas Commission for the Blind are common referral sources for diagnostic evaluations and assistance. Contact counseling for additional referral resources.

Other Instructional Activities

Reasonable accommodations for students covered by the ADA for any instructional event on campus for which accommodations are required, or for any off-campus event sponsored in whole or in part by the College, will be made upon advanced notification made **five working days prior to such event**.

STUDENT SUPPORT SERVICES

The Student Support Services program offers free tutoring and other services to those students who meet the qualifications of the program. Students must be United States citizens, apply for services, participate in an intake interview, and provide documentation of disability and income.

In addition to tutoring, Student Support Services also provides:

- Study skills assistance
- Interpersonal counseling
- Career guidance
- Graduate and transfer information
- Assistance with completing financial aid forms
- Referrals to other services
- Assistance for returning adult students
- Motivational, educational and cultural activities

As with any service, apply for the program as early as possible.

For more information about Student Support Services, contact the director at (903) 675-6323. Student Support Services is located in the Liberal Arts Building, Room 115.

COMMUNITY SERVICES

The Community Services division of TVCC offers non-credit courses and activities on a schedule different than the regular credit class schedule. Students who need accommodations for Community Service classes and activities must contact that office at least two weeks prior to the event in which they will participate.

Community Service activities are also offered at TVCC branch locations. For more information about

Community Services activities, call (903) 675-6212.

ADULT EDUCATION

Students who participate in the Adult Education programs and who need accommodations for disabilities should contact the college at least **two weeks prior** to participation. The contact should be made with the Adult Education director, in Athens at (903) 675-6330.

ACCOMMODATIONS FOR SCHEDULED STUDENT ACTIVITIES

Reasonable accommodations for students covered by the ADA for any on-campus event for which accommodations is required, or for any off-campus event sponsored in whole or in part by the College, will be made upon advanced notification made **five working days prior to such an event**. Students desiring such an accommodations should contact the college staff member responsible for the activity. The college staff member with supervisory responsibilities may seek the assistance of the counseling center to coordinate the reasonable accommodation.

TECHNICAL BUILDING ACCESS – TVCC – ATHENS

Access to the second floor of the Technical Building for mobility impaired and/or wheelchair bound students is gained through the use of the stair lift. A key must be used to operate the device.

Keys are available through the Guidance Services office. The student who needs to use the stair lift must check out (borrow) a key. There is no fee for using the key, but the key must be returned or a replacement fee will be assessed. Registration and release of transcripts may be blocked until the key is returned or the replacement fee is paid.

Trinity Valley Community College
FACULTY/STAFF ADVISEMENT FORM

Students with Disabilities

100 Cardinal Drive Athens, TX 75751

The Counseling Office serves as liaison for students with disabilities. We would greatly appreciate your assistance in making the special arrangements which may be indicated in the special needs section.

The passage of Section 504, Federal Rehabilitation Act of 1973, and the "Americans with Disabilities Act" of 1990 requires that the college make certain special arrangements for students with disabilities, such as moving classes to accessible locations when necessary, allowing use of tape recorders, sign language interpreters, or other educational auxiliary aids, making special test arrangements, etc. THIS DOES NOT MEAN THAT LESS SHOULD BE REQUIRED OF THE STUDENT WITH A DISABILITY THAN OF OTHERS, BUT ONLY THAT REASONABLE ACCOMMODATIONS SHOULD BE MADE TO ENSURE STUDENTS WITH A DISABILITY EQUAL ACCESS TO AN EDUCATION.

To assist you in meeting the student's needs, printed information for assisting the student with a disability is available. It not only provides information about various handicapping conditions, but provides a list of special assistive devices and auxiliary aids available on campus to help you in making your classroom presentations more accessible to the student. Should you have problems regarding this student's needs, please contact the Counseling office.

If any assistance is needed, it is the responsibility of the student to meet with the appropriate personnel in Counseling, as well as the instructor(s) prior to the beginning of each semester or during the first week of classes. Some modifications (such as interpreters) require 3-4 weeks advance notice of need so that adequate scheduling of services can be provided, if available. Special testing arrangements through the testing center must be arranged and handled by the student and instructor as outlined in the attached form.

Student's Name _____ Social Security No. _____

Physical/Learning Disability _____ Major _____

SPECIAL NEEDS

- Student may need to use a tape recorder.
- Student may need to have printed information _____enlarged _____recorded.
- Student must lip read. Needs seating near front and a clear view of instructor
- Student will use an interpreter.
Interpreter will need to sit at the front of the classroom next to the instructor.
- Student must communicate in writing.
- Student will use colored overlays for in-class reading/test taking.
- Student may need your help in finding a classmate willing to make a carbon copy of class notes.
(If a student is identified, please refer to counseling office so the proper paper work may be filled out.)
- Student may need special assistance for lab work, etc.
- Student may need special test conditions/special arrangements on written work done in class.
If special testing needs to be arranged through the testing center, see attached Special Testing Accommodations Form for procedures.
- Please move the class listed to a building that is wheel chair accessible, or place it on the ground floor near a ramp or a flush-silled entrance.
- Student may need assistance in the Health and Physical Education Center.
- Other: _____

Student's Signature _____ Date _____

Counselor _____ Date _____

Trinity Valley Community College
REQUEST FOR ACCOMMODATIONS FORM

100 Cardinal Drive Athens, TX 75751

If you need modifications due to a physical or learning disability, any type of reasonable accommodation or assistance, to increase success will be provided, if at all possible. The following procedure and documentation are required:

1. You must submit a request in writing to a counselor, using the accommodation request form.
2. You must submit an appropriate physical/psychological evaluation or TCB/TRC referral (that clearly documents disability and supports the need for this modification) must be submitted.
3. You must submit copies of high school and college transcripts.
4. In order to have reasonable accommodations available for testing and/or classroom instruction, you should contact a counselor prior to the beginning of each semester you are enrolled to discuss modifications needed.
5. To provide appropriate planning and scheduling, you must turn in your request and paperwork must be turned in to the counseling office at **least two weeks prior** to when the modification is needed. For scheduling of interpreters and available modified equipment, please allow **4 weeks**.
6. Services or modifications that are abused will be discontinued (i.e., failure to show up for scheduled services or classes). All students are expected to abide by the Student Code of Conduct as outlined in the Student Handbook.

Please complete the following questions. If necessary, your request will be presented for review by the committee on nondiscrimination on the basis of Disability Committee.

Name _____

Social Security Number _____ Major _____

Local Address _____

Telephone Number _____

Please explain in detail how your disability may affect your access to a college education:

Types of modifications you have had in the past in testing and educational settings:

Specific types of modifications requested:

Contact person that can discuss past modifications: _____

Telephone Number _____

TCB/TRC Counselor and phone number: _____

High school counselor, high school, phone number (if appropriate): _____

Were you exempted from any legal requirement for graduation from high school, such as Teams/TAAS? _____

- Yes No

Additional information: _____

I have read and understand the information on the accommodations request form. I agree to comply with the procedure and stipulations. I certify that the information I have provided is accurate and true and can be shared with the appropriate faculty/staff, if modification is needed.

Signature _____ Date _____

(Please complete the next page, if appropriate)

Trinity Valley Community College
RELEASE OF INFORMATION FORM

100 Cardinal Drive Athens, TX 75751

I, _____ Social Security No. _____

born on _____
Date of Birth

Current Address _____

hereby authorize Trinity Valley Community College:

____ To obtain confidential information related to my academic record.

From: Name _____
Address _____
City _____ State _____ Zip _____

Purpose: _____

The following information will be released/obtained:
(have student place initials in ALL blanks which apply)

- | | |
|---|---------------------------|
| ___ To TVCC | ___ From TVCC |
| ___ Academic Transcript | ___ Physician's Orders |
| ___ School Progress Notes | ___ Lab Reports |
| ___ Face Sheet | ___ Radiology Reports |
| ___ Consultation Report | ___ Discharge Summary |
| ___ History and Physical Exam | ___ Psychological Testing |
| ___ Progress Notes of Other Professionals | ___ Other: _____ |
| ___ Any institutional records maintained on student | _____ |
| | _____ |



I understand that my records (including **any** alcohol, drug abuse, or mental status information) are protected by Federal Regulation. I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it (e.g., probation, parole, etc.) and that in any event this consent expires automatically in six months (180 days).

I further waive and release Trinity Valley Community College from liability resulting in the release/obtaining (circle one) of the above information.

Limitations: _____

Signature of Student

Legal Guardian

Witness

Date

Recipient, Please Note!

“This information has been disclosed to you from Trinity Valley Community College official student records whose confidentiality protected by Federal Regulations (42, CFR Part 2), which prohibit you to make any further disclosure without the specific written consent of the student or student’s representative. A general authorization is not sufficient for this purpose.” The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

Alcohol This information is released subject to the “confidentiality” provision of 42 U.S.C. Section 290 dd-3.

Drug This information is released subject to the “confidentiality” provision of 42 U.S.C. Section 290 ee-3.

Mental Health This information is released subject to the “confidentiality” provision of Tex. Rev. Cil. Stat. Ann. article 5561H, 5547-87 and Texas Rule of Evidence (Civil and Criminal) Rule 510.

STAIR LIFT

Access to the second floor of the Technical Building for mobility impaired and/or wheelchair bound students is gained through the use of the stair lift. A key must be used to operate the device.

Keys are available through the Counseling Office. The student who needs to use the stair lift must check out (borrow) a key. There is no fee for using the key, but the key must be returned at the end of each semester. If a key is lost or not returned, a replacement fee will be assessed. Registration and release of transcripts may be blocked until the key is returned or the replacement fee is paid.

GARAVENTA STAIR LIFT KEY AGREEMENT

DATE: _____

I, the undersigned, have been issued Stair Lift Key Number _____. I fully understand that I am responsible for this key and its return to the Counseling Office by _____. I also understand that if this key is not returned by the above mentioned date, I will be charged a \$10.00 replacement fee.

SIGNATURE: _____

SOCIAL SECURITY NUMBER: _____

PRINT NAME HERE: _____



EQUAL OPPORTUNITY COMPLIANCE

SECTION 504 COORDINATOR

The District designates the following person to coordinate its efforts to comply with the Section 504 of the Vocational Rehabilitation Act of 1973:

| | Student Services | Facilities |
|-----------------|---|--|
| Contact Person: | Dennis Nolley | Max E. Logan |
| Location: | Guidance Services Office Admin. Building | Dean of Physical Facilities Admin. Building |
| Address: | 100 Cardinal Drive Athens, TX 75751 | 100 Cardinal Drive Athens, TX 75751 |
| Telephone: | (903) 675-6343 | (903) 675-6214 |

TITLE IX COORDINATOR

The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 as amended:

| | |
|-----------------|--------------------------------------|
| Contact Person: | Sherry Nusko |
| Location: | Personnel Office, Admin. Building |
| Address: | 100 Cardinal Drive, Athens, TX 75751 |
| Telephone: | (903) 675-6308 |

AMERICANS WITH DISABILITIES ACT COORDINATOR

The District designates the following person to coordinate its efforts to comply with the Disabilities Act of 1990:

| | Student Services | Facilities |
|-----------------|---|--|
| Contact Person: | Dennis Nolley | Max E. Logan |
| Location: | Guidance Services Office Admin. Building | Dean of Physical Facilities Admin. Building |
| Address: | 100 Cardinal Drive Athens, TX 75751 | 100 Cardinal Drive Athens, TX 75751 |
| Telephone: | (903) 675-6343 | (903) 675-6214 |

The ADA Compliance Committee was formed in 1992 to ensure the College's compliance:

| | |
|--------------|--------------------------------------|
| Chairperson: | Dennis Nolley |
| Location: | Guidance Services Office, Adm. Bldg. |
| Address: | 100 Cardinal Drive, Athens, TX 75751 |
| Telephone: | (903) 675-6343 |

| | |
|-------------------------|--------------------------------------|
| Student Contact Person: | Dennis Nolley |
| Location: | Guidance Services Office, Adm. Bldg. |
| Address: | 100 Cardinal Drive, Athens, TX 75751 |
| Telephone: | (903) 675-6343 |

TRINITY VALLEY COMMUNITY COLLEGE

HENDERSON COUNTY CAMPUS

BUILDING KEY

1. ACADEMIC BLDG.
2. ADMINISTRATION BLDG.
3. AGRICULTURE CENTER
4. AUDITORIUM
5. AUTO MECHANICS BLDG.
6. BOOKSTORE
7. CAFETERIA
8. COSMETOLOGY
9. FINE ARTS BLDG.
10. GREENHOUSE
11. CLASSROOM BLDG.
12. LEARNING RESOURCE CENTER
13. LIBERAL ARTS BLDG.
14. MAINTENANCE BLDG.
15. MATH-JOURNALISM BLDG.
16. CARDINAL GYM
17. NORTHEAST DORM
18. NORTHWEST DORM
19. SHIPPING & RECEIVING
20. SOUTH HALL
21. STUDENT UNION BLDG.
22. TECHNICAL BUILDING
23. TECHNOLOGY CENTER
24. TRANSPORTATION
25. TVCC CENTER
26. WELDING BLDG.
27. WEST HALL
28. TVCC TOWER
29. TVCC PLAZA
30. FIELD HOUSE

