



KISHWAUKEE COLLEGE

# Disability Services (DS) Service Manual

## Table of Contents

Cover Page.....	1
Table of Contents.....	2
Contact Information.....	3
Vision.....	4
Mission.....	4
Student's Rights.....	5
Potential Accommodation Examples.....	6
Intake Procedure.....	8
Temporary Condition Intake.....	10
Letter of Accommodation (Clockwork).....	12
Accessible Print Materials.....	13
Release of Information.....	14
Notetaker Accommodation.....	15
Permission to Record a Class/Lecture.....	16
Equipment Loan Policy.....	17
Testing Accommodation.....	19

## Contact Information

### Disability Services

C1210

[ds@kish.edu](mailto:ds@kish.edu)

815-825-2931

Kristin Elliott

Coordinator of Disability Services

[kristinelliott3@kish.edu](mailto:kristinelliott3@kish.edu)

815-825-9467

Delaney Reed

Accommodations Specialist

[dreed4@kish.edu](mailto:dreed4@kish.edu)

815-825-9366

Mary Ann Cliffe

Administrative Assistant

[mcliffe1@kish.edu](mailto:mcliffe1@kish.edu)

815-825-2931

## Vision

Kishwaukee College improves lives through quality, affordable education.

## Mission

Kishwaukee College will be a leader in providing innovative education in the local community.

## Student's Rights

Section 504 of the Rehabilitation Act of 1973 states “No otherwise qualified individual with a disability in the United States shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Title II of the Americans with Disability Act of 1990 states “Subject to the provisions of this title, no qualified individual with a disability shall by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity.”

## Potential Accommodation Examples:

- Extended time on tests
- Testing in a separate room
- Preferential seating
- Accessible furniture
- Notetakers
- Accessible Text Materials (e-textbooks)
- Captionists / Interpreters
- Brailled Materials
- Audiorecord Lectures
- Audio Versions of Tests
- And others

## Assistive Technology

- Kurzweil 3000 (text-to-speech)
- Glean
- ZoomText
- JAWS
- Dragon Naturally Speaking
- Closed-Circuit Televisions (CCTV's)
- Magnifiers
- Talking Calculator
- BrailleNote Touch

## Intake Procedure

At the college level, more responsibility is put on the student when it comes to accessing accommodations. It is the student's responsibility to reach out to DS in order to receive accommodations.

Each student that requests services from DS, will schedule an intake to receive accommodations. The student will need to get documentation to DS that states their disability before the meeting. This documentation provides DS with the information needed to provide the correct accommodations for the student.

- Student contacts DS regarding disability.
- Student fills out **Intake Information Page** listed on DS website.
- Student schedules intake meeting with DS. (Student will need to email documentation to [ds@kish.edu](mailto:ds@kish.edu) or bring it in to DS before the meeting)
- DS Staff review documentation, discusses past accommodations, and determines what accommodations are best for the student. (Accommodation Specialist fills out **Reasonable and Appropriate Accommodations Form**)



- DS Staff explains accommodations to the student (It is up to the student to determine which accommodations they will use)
- DS Staff discusses the Letter of Accommodations process with the student. The student will need to request their letter after the meeting and each semester in order to receive accommodations. (Student should follow up with instructor(s) once requested)
- If the student could benefit from Accessible Text Materials, the student will fill out the **Request for E-text Form**. The student will schedule another meeting with DS for text-to-speech program training.
- If the student could benefit from having a notetaker, the student will read and sign the **Notetaker Procedure Form**.
- If the student could benefit from recording lectures, the student will read and sign the **Permission to Record Form**.

## Temporary Disabilities and Pregnancy/Parenting Intake

Students who have temporary disabilities and/or are pregnant or parenting are encouraged to contact the DS office to schedule an intake meeting to receive proper accommodations. Students with these conditions can be eligible to receive accommodations during the documented time the condition will impact them.

- Student contacts DS regarding temporary disability and/or pregnancy/parenting.
- Student fills out **Intake Form**.
- Student schedules intake meeting with DS. (Student will need to email documentation to [ds@kish.edu](mailto:ds@kish.edu) or bring it in to DS before the meeting)
- DS Staff review documentation and determines what accommodations are best for the student. (Accommodation Specialist fills out **Reasonable and Appropriate Accommodations Form**)
- DS Staff explains accommodations to the student. (It is up to the student to determine which accommodations they will use)
- DS Staff discusses the Letter of Accommodations process with the student. The student will need to request their letter after

the meeting in order to receive accommodations. (Student should follow up with instructor(s) once requested)

- If the student is still impacted by their condition after the expected duration of impact, the student will have to get more documentation to continue to receive accommodations.

## Letter of Accommodation (Clockwork)

### Letter of Accommodation

It is the student's responsibility to request their letter of accommodation each semester through Clockwork to have a Letter of Accommodation sent out to their instructor(s). Students are able to determine which semesters and classes they would like to receive their accommodations for.

- Student requests Letter of Accommodation through Clockwork.
- The student can choose which semesters, classes, and specific accommodations they would like to receive.
- The Letter of Accommodation will automatically be emailed to the instructor(s) and confirmation emails will be sent to both DS and the student.
- It is the student's responsibility to follow up with their instructor(s) to receive the accommodations they would like after their letter has been sent.

## Accessible Print Materials

If a student has reasonable and appropriate accommodations for accessible print materials or e-text; the student has the option to receive their textbooks electronically. The student will have to provide proof of purchase of their book and provide DS with a USB drive to receive their e-text book.

- Student fills out **Request for E-text Form** with the classes they would like accessible text materials for.
- Accommodations Specialist requests to receive e-text book(s) in accessible format.
- DS will convert the e-text book(s) into an accessible pdf file or word document to give to student.
- Due to copywrite laws, the student must present a proof of purchase (receipt) to be able to receive their e-text book(s).
- DS will provide accessible text to student via USB drive.

## Release of Information

Due to Kishwaukee College being in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), no one is allowed to have access to a student's records except for the student.

A student does have the ability to grant permission to a parent, guardian, or other individual to review their records (this can be made specific). In order to give permission to another individual, the student will need to fill out the **Disability Services Release of Information Form**.

## Notetaker Accommodation

Once you have been approved to receive the accommodation for a notetaker, a notice will be sent to your instructor. The Instructor will be given recruitment slips to hand out to the class to try to recruit a notetaker. You are also able to recruit a classmate on your own by asking a classmate. Once a notetaker is found, DS should be notified. DS will send an email to both you and your Instructor indicating that the notetaker has been found.

You will then let us know which of the following delivery methods you prefer (unless you made other arrangements):

- DS office can scan and email your notes to your Kishwaukee email, or you may pick up scanned copies of your notes at the DS office.

## Permission to Record a Class/Lecture

If a student applies to receive an accommodation for audio recording their lectures, the student will have to fill out the **Permission to Record a Class/Lecture Presentation Form** in order to receive the accommodation.

Restrictions that apply to all permissible forms of recording class lectures/presentations:

- Recordings are solely for the use of the student.
- Recordings must not be shared or reproduced for any reason.
- Recordings must not be posted on any public or private website or social media service.
- Recordings must be deleted at the end of the semester in which the recording was made.



## Equipment Loan Policy

Any student that loans out equipment through the DS office, needs to fill out the **Disability Services Equipment Loan Policy Form** before they receive any individual piece of equipment.

The following expectations must be agreed to when accepting an equipment loan:

- Equipment must be returned by the agreed upon return date.
- Equipment must be returned in the same working order in which you received it and include all pieces loaned out.
- You are responsible for the financial replacement of any lost, stolen, or broken piece of equipment.
- Any violations of the first 3 points will result in the student being placed on the college debtors list until equipment is returned or paid for.
- The student will be directed as to how long equipment can be loaned out (until the end of the semester).

- Equipment is only to be used by the student it was loaned out to.
- Equipment use is to be used in the manner in which the accommodation is intended. Any use of the equipment for other purposes may be a violation of the Student Code of Conduct.

## Testing Accommodations

If a student applies to receive testing accommodations, it is the student's responsibility to coordinate with their instructor(s), DS, and the Testing Center to receive their accommodations.

- The student will have to work with their instructor on what accommodations they are wanting to receive for the test and the time frame in which the test will need to be taken.
- The student will then get in touch with DS (to have the test read or scribed) or Testing Services (to have a private room and/or extended time) to schedule their test.
- Once the test time is scheduled, the student will need to let their instructor know when the test will be taken so he/she can get the test and proctoring form to Testing Services.
- Blind or Visually impaired students will need to notify DS if they want to use Braille and/or JAWS along with having the test read.
- Appointments made at a "last minute" request, may not always be accommodated at the time the student would like their appointment.