

Westchester Community College provides services for students with documented learning disabilities, psychiatric disabilities, physical disabilities, visual, hearing, and other health impairments. We encourage individuals with disabilities to contact us to learn what support services are available to meet varying needs. Current services include but are not limited to the following:

COUNSELING

- Pre-admission counseling
- Assistance with registration
- Supportive counseling
- Referral to other campus services and appropriate community agencies
- Referral for diagnostic assessment as necessary
- Self-advocacy training
- Planning for after graduation

ACADEMIC

- Orientation and referral to tutorial services
- Assistance with developing learning strategies, coping and organizing skills
- Assistance in arranging for note takers, interpreters, readers and scribes
- Proctoring for extended time testing with accommodations

PHYSICAL

- Arranging for classroom accommodations
- Handicapped parking available on campus
- Ramps, elevators and electronic doors

ADVOCACY

- Ensure physical and programmatic access
- Support and assist faculty in understanding and meeting individual needs
- Provide information about specific disabilities and related laws
- Liaison with professors, high schools, community agencies, families and employers

EQUIPMENT

- Kurzweil 3000 scanning/screen reading
- CCTV print enlarger
- JAWS screen reader computer software
- Zoomtext onscreen magnifier
- Duxbury Braille Translator software and Braille printer

Office of Accommodations for Students with Disabilities LIB G51 914.606.6287 (914.606.7893 fax)

Professor Marcia Kalkut	Counselor/Coordinator	CLA 4	914.606.6552
Professor Sharon Massey	Learning Disabilities Specialist	LIB G51	914.606.6626
Professor Barbara Begnal Scovotti	Coordinator of Accommodations	LIB G51	914.606.8585
Professor Angeliki Parashis	Adjunct Counselor	LIB G51	914.606.6236
Professor Theresa Revans-McMenimon	Adjunct Counselor	LIB G51	914.606.6336
Professor Andrea Conte	Adjunct Career Counselor	STC 201	914.606.7877

STUDENT RESPONSIBILITIES

Understand your Disability

You need to know about your disability. Know the things that you do well. Know the things that are difficult for you. Know what assistance has been helpful to you in dealing with your disability.

Plan Ahead

Coming to college means rearranging your life. Financial needs, time demands, study schedules and course work vary greatly from high school. College courses require more study time outside of the classroom. Expectations of student performance are greater, and competition may be more intense. These expectations can be met with good planning. Apply for financial aid early. Consider the number of hours it will be necessary for you to work. Make arrangements for transportation and child care. Family and personal responsibilities and time commitments must also be considered. Set realistic goals and priorities for course work.

Establish Contact with Support Services

YOU are responsible for requesting support services. YOU need to contact the professionals responsible for assisting students with disabilities (see first page). By law, we cannot contact you about your needs. Make contact each semester, as early as possible, to discuss what your needs will be. Submit current documentation about your disability before school starts, or as soon as possible. Understand that services provided in college may differ from those you received in high school.

Speak to your Professors

At the start of **every semester** register with our office to obtain green “Referral to Faculty” letters stating your accommodations. Contact each of your instructors to arrange for course assistance and accommodations. Your disability must qualify you for the accommodations requested. We can help you arrange these accommodations and may have some additional ideas that can assist you in becoming a more successful student. You must make arrangements in advance (as soon as the exam is announced, not the day of the exam) for accommodations such as extra time. Remember, extra time may only help if you do the necessary preparation and attend classes regularly.

Make Contact Often

You may want to make contact regularly to talk over how you are progressing in your courses and to identify your needs in each class. Keeping in contact with these offices will help you succeed.

Be Aware of Procedures and Deadlines

Refer to the gold colored “Procedure to Request Testing Accommodations” sheet. If you must take your exam outside the classroom, *it is your responsibility to get from our office a “Blue Sheet” for testing arrangements at least four days before your exam. We may not be able to accommodate you if you do not give advanced notice.*

ADDITIONAL INFORMATION:

TUTORIAL CENTERS are located throughout our campus. Refer to “**Don’t Drop Out, Drop In**” brochure or WCC’s website for locations and times. **THIS IS A FREE SERVICE!!!**

ACADEMIC SUPPORT CENTER and **WRITING CENTER WORKSHOPS** are scheduled regularly. They are invaluable to new students, and returning students, too. Take advantage of these. Great information at no charge! See the Academic Support Center or the WCC website for schedules.

Visit our website for more information:

http://www.sunywcc.edu/student_services/disability_services/disability_services.htm