

Welcome

Disability Services was established to provide leadership and assistance to Oregon Tech to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities act of 1990. Disability Services strives to provide successful access and services to qualified students with disabilities. We take pride in also providing technical assistance, consultation and resources to students, faculty, staff, campus visitors, and for departments looking to provide improved accessibility for individuals with disabilities. Disability Services is a program within Student Success Services and the Division of Student Affairs at Oregon Tech. We look forward to learning more about and serving you.

Applying for Disability Services

Now that you are a student at Oregon Tech, it is your responsibility to identify yourself to Disability Services as an individual with a disability and to request accommodations. The definition of an individual with a disability is defined by the ADA and the ADA Amendments Act 2008. An individual with a disability is someone with a physical or mental impairment that substantially limits a major activity such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, working, thinking reading, concentrating, and communicating; and or the operation of major bodily functions.

Oregon Tech students who are seeking accommodations must register with Disability Services. For more information on the application process, please call Disability Services at (541) 851-5227; email erin.ferrara@oit.edu or stop by the office, which is located in 229 Learning Resource Center. You are more than welcome to set up an in-person or phone appointment with the Disability Services coordinator as well. All materials are available in alternative format by request. **Please note: the deadline for applying for Fall 2015 accommodations is**

1. Complete the Disability Services application for services
2. Send documentation of the condition(s). The information that you provide to the coordinator will help determine your eligibility for services and the appropriate accommodations and/or services. It is helpful if the documentation is current enough to explain how the condition(s) affect you now. Please see the documentation guidelines below.
If you do not have documentation, please contact the Disability Services coordinator. They will ask to meet with you, in-person if possible, to try and explore other ways to demonstrate a connection between your condition between your condition(s) and any academic or program barriers you are encountering or anticipate encountering. If a face-to-face meeting is not possible, other arrangements can be made.
3. Your application and documentation will be reviewed as soon as possible once it is received. You will be notified by email whether additional information is needed and/or if you qualify for services. On you are notified, it is best to set up an appointment to the meet with the Disability Services coordinator as soon as possible. Please call (514) 851-5227 or email erin.ferrara@oit.edu to schedule an appointment.

Disability Services Accommodations and Services

Disability Services offers a wide range of services to ensure qualified students with disabilities have an equal opportunity to participate in Oregon Tech's programs and services. All accommodation requests must be made in a timely manner. In order for the coordinator of Disability Services to determine effective and appropriate accommodations, each student must make communication a priority. Every student understands how their disability affects them and it is important that you feel comfortable discussing these issues with the coordinator. The more the coordinator can understand about you and your disability, the more collaborative the process will be.

Accommodations and services that are offered include:

Test Taking Accommodations

Alternative Format Services

Interpreter Services

Classroom Relocation

Note-Taking Services

Equipment Loan Opportunities

Advocacy with Faculty and Staff

Temporary Impairments

Test Taking Accommodations

Students who are requesting accommodations are required to meet with the DS coordinator, or the appropriate appointee, to discuss the request. Each student knows how their disability affects them; therefore, it is important that you meet with the DS coordinator to discuss your needs and how they relate to you as a student in the classroom or beyond.

In order to receive accommodations:

- Each student needs to make an appointment to meet with the DS coordinator at the beginning of each term to discuss accommodation needs and how they relate to each course the student is registered for.
 - Accommodation and services are determined per individual student, on a course-by-course basis. This is why students are encouraged to meet with the DS coordinator before the start of or at the beginning of each term. This meeting will allow the DS coordinator and the student to determine the appropriate accommodations for each class.
- Once accommodations have been established, an accommodation letter will be generated for each class where accommodations are needed.
- **If a student has not met with the DS coordinator to discuss accommodations and/or has not returned a signed accommodation letter from the instructor, the student may**

not receive their accommodations. Please visit with the DS coordinator if you have any questions or concerns.

Test Accommodation Policies

The goal of test accommodations is to ensure that the student's performance is measured by knowledge and acquisition of course material, and to minimize the impact of the student's disability in the test-taking process. To accomplish this, the Disability Services coordinator makes a recommendation based upon the documented impact of the disability with consideration to the student's self-report. In order to determine eligibility and determine details of your accommodations:

- Make an appointment to meet with the DS coordinator early in the term. It helps to have all of your course syllabi at this appointment to discuss test dates and scheduling your tests.
- Obtain your accommodation letter for each course. Your letters should be available for pick up 24 hours after your meeting with the DS coordinator.
- Have your accommodation letter signed by your instructors and **return it to the Disability Services Office no later than five (5) working days before your first exam or tests will not be scheduled.**

Students are expected to make contact with each instructor to discuss their accommodations and to address any potential concerns. It is best to meet with your instructor during their office hours or set up a time to meet with them individually.

Scheduling Exam Dates and Times

- Disability Services will schedule each student in Register Blast for their exams, if they plan on taking them in the Testing Center. This assists in making sure each student receives their proper accommodations and allows Disability Services to make contact with your instructor, reminding them that you are scheduled for an exam.
- **You will take your exam at the same day and time as the class unless there are circumstances which will prevent you from not receiving your full accommodations. You must have instructor approval if taking your exam at a different time than the scheduled class time.**

Arriving for Exams

- Please arrive at the Testing Center on time. Test takers who arrive late must still finish their exam in the time allotted. If the student is over 10-15 minutes late, instructor permission may be needed to begin the exam late or the student may not be able to take the exam at all.
- If you arrive on time, but there is a delay in seating you, the ending time for your exam will be adjusted accordingly.

These policies are in place to ensure that each student receives the accommodations they need to ensure the integrity of each exam that the student is taking. Please contact your DS coordinator with any questions or concerns regarding accommodation policies.

Alternative Format Services

Students with learning disabilities, visual impairments or other conditions that affect access to print materials may be eligible for books in alternative format. Alternative format includes textbooks and other printed class material in a digital format, in Braille, or in audio and electronic format. Students eligible for alternative format services must provide a copy of their class schedule as soon as they register for each term.

Disability Services will try to obtain books from other sources such as the Access Text Network. Books that are unavailable in alternative format can be created in-house. For those books that need to be produced in-house, Disability Services staff strive to provide media to the students in a timely manner. Course materials can also be produced.

In order for Disability Services to provide your media as needed, the coordinator will contact students regarding information as to which titles are available from what sources. You will need to respond and let the coordinator know which titles will be needed. Once it has been determined which titles are needed, you will need to provide the coordinator with a copy of your purchase or rental receipt.

When media are ready, files will be sent via Dropbox. You will be sent a link to your materials so that you may download them to a device of your choice.

Feedback is appreciated regarding the alternative format media that you receive. Please contact your coordinator if you are unsatisfied with the speed or quality of your media. It is important to for the coordinator to hear your concerns in order for changes to be made.

Communication Access Services

Any eligible individual who may or may not use American Sign Language as a primary source of communication, may request interpreter services from Disability Services. Disability Services has contracts with local interpreters and interpreter services agencies to provide services at events and in settings such as classes, labs, meetings with faculty or staff, commencement ceremonies, and other Oregon Tech functions.

Any request for interpreting services must be submitted in a timely manner. Within reasonable limits, Disability Services will strive to accommodate your request. The coordinator and consumer will meet to discuss their communication needs for the term and/or that may arise. After an interpreter has been assigned, the coordinator will contact each instructor. The coordinator will let the instructors know about the student enrolled in their class as well as the interpreter(s) that will be attending. Each instructor will be given information on how to work with students how are Deaf/hard of hearing as well as information on how to best work with interpreters. For interpreting assignments outside of the classroom, the coordinator will communicate with the person responsible for the event to plan the logistics.

Students are responsible for contacting the coordinator if they do not plan on attending class or other scheduled events for which services have been arranged. If possible, 24 hour notice is preferred, but it is understandable if that amount of notice cannot be given; this is for timely notification and cancellation of services. If interpreters are not notified in advance of a cancellation, they are paid for the entire class period as well as for mileage and/or travel if not notified before travel occurs. For this reason, failure of a student to show up for three classes without notifying the coordinator may result in suspension of interpreting services. Services may be reinstated once the student has met with the coordinator to review DS policies and procedures for interpreting services. DS also provides sign language interpreters upon request for visiting family and friends attending Oregon Tech sponsored events and activities, and who communicate using sign language. Students wishing to arrange for private interpreting services, for which they are responsible for payment, may utilize the DS office for assistance in contacting qualified interpreters.

For Deaf or hard of hearing individuals interested in transcribing services, please refer to Transcribing Services

Communication Access Services – Transcriber Services

Any eligible individual who may or may not use American Sign Language as a primary source of communication, may request transcribing services from Disability Services (DS). DS has the ability to contract with local transcribers to provide services at events and in settings such as classes, labs, meetings with faculty or staff, commencement ceremonies, and other Oregon Tech functions. Transcribing services for non-academic settings will be discussed on a case-by-case basis.

Any request for transcriber services must be submitted in a timely manner. Within reasonable limits, DS will strive to accommodate your request. The coordinator and consumer will meet to discuss their communication needs for the term and/or that may arise, as well as delivery of edited notes following classes. After a transcriber has been assigned, the coordinator will contact each instructor. The coordinator will let the instructors know about the student enrolled in their class as well as the transcriber(s) that will be attending. Each instructor will be given information on how to work with students how are Deaf/hard of hearing as well as information on how to best work with transcribers. For transcribing assignments outside of the classroom, the coordinator will communicate with the person responsible for the event to plan the logistics.

Students are responsible for contacting the coordinator if they do not plan on attending class or other scheduled events for which services have been arranged. If possible, 24 hour notice is preferred, but it is understandable if that amount of notice cannot be given; this is for timely notification and cancellation of services. If transcribers are not notified in advance of a cancellation, they are paid for the entire class period as well as for mileage and/or travel if not notified before travel occurs. For this reason, failure of a student to show up for three classes without notifying the coordinator may result in suspension of interpreting services. Services may be reinstated once the student has met with the coordinator to review DS policies and procedures for interpreting services.

For Deaf and hard of hearing individuals interested in American Sign Language interpreting services, please refer to Interpreting Services.

Classroom Relocation

Due to the age and design of some buildings on the Klamath Falls campus, portions of the buildings are not accessible to students with mobility impairments. To ensure that classrooms and laboratories on campus are accessible, Disability Services (DS) will work with different departments on campus to move classes to more accessible locations.

Students who need to access faculty or departmental offices in these inaccessible areas are encouraged to schedule meetings in more accessible locations.

It is important to meet with our coordinator right away to prevent problems with classroom accessibility. Contact the coordinator once you have registered for classes or be sure to contact the coordinator well before classes begin.

Note Taking Services

Note taking services are available to students who have a hearing impairment, hand-function limitations, a learning disability that affects written expression, or a visual impairment. Other conditions may be eligible so check with your coordinator.

To obtain a student note-taker, Disability Services (DS) will contact students who are enrolled in the class via email or phone call. DS will let the students know that a note taker is being sought after in their class and ask if anyone is interested. (Note: The student's identity is confidential information and is never shared with the student note-taker or any other student in the class.) If they are interested, the student note-taker will meet with the coordinator to discuss the process and this will allow the coordinator to make sure the student takes quality notes. The student note-taker will bring or email notes, within 24 hours, to the SSC main office. A copy of the notes will be made and placed in the student's designated folder.

Please keep in mind that the best notes are those that you create yourself. Remember, taking notes is a very important part of the learning process. Notes from other students reflect the foundation of knowledge that they have about the subject matter as well as what they feel is important in a lecture. This information may not reflect what you, the student, feel is important or the foundation of knowledge that you have. If you receive notes from a classmate, please be sure to still take your own notes during lecture.

If a note-taker is not available, class notes may be supplemented by an instructor's lecture notes plus a recording of the class lecture. SmartPens are available for student loan and they are a very effective tool that allows students to record lectures and sync the lecture with their notes.

Equipment Loan Opportunities

Disability Services (DS) has a few items that are available for loan. Please see the coordinator for more information and to check out any of the items listed below.

Laptops

There are three laptops available for check out through DS. These laptops run on a Windows operating system and contain Microsoft Office. They are available for check out for a term at a time.

Laptop with Dragon Naturally Speaking

One laptop, which has been loaded with the program Dragon Naturally Speaking, is available for check out. Dragon Naturally Speaking is a voice recognition software program that allows the student to turn their speech directly into text. This program assists students who have mobility impairments and those with a learning disability in written expression. For more information, please visit with the coordinator

SmartPens

SmartPens record audio while you are taking written notes. This allows you to sync your notes and lecture instantly. SmartPens are available for loan on a term basis.

Digital Recorders

Digital recorders allow you to record and download your lectures/group discussions to a computer. The recorders can be used with either a Windows or Mac computer.

Checking Out Equipment

To check out equipment from Disability Services, please meet with your coordinator to complete the proper paperwork.

Advocacy with Faculty and Staff

Oregon Tech has a very accepting community, especially for students with disabilities. Faculty and other instructors work with each student to make sure their accommodations are being met and that they are available to the student to help answer their questions. Still, students interact with a wide range of people on a daily basis at Oregon Tech and, at times, may need to speak with someone regarding a disability related issue. Disability Services (DS) is here to serve each person with a disability and can help facilitate interactions with faculty and staff. At times students may not feel comfortable approaching others to speak about their accommodations or may need help when problems arise.

DS can be act as an intermediary and meet with faculty and staff to let them know you have a disability, with permission, as well as the accommodations that you qualify to receive. DS does not reveal the nature of your disability unless you have given them permission to do so, or unless there is an educational need to know. At times, DS may recommend that you share more information regarding your disability with faculty and staff. This is because it may help your faculty member understand your needs and what you need in the classroom or laboratory to have equal access. However, remember that it is up to you if you would like to share this information.

Extended Time for Assignments and Projects

Students who have chronic conditions or conditions that flare up unexpectedly may need advocacy services in regards to extended time for assignments and/or projects. At times, extended deadlines on specific assignments or project may be a reasonable adjustment to course policies. Disability Services will assists those students that qualify to facilitate these adjustments, when appropriate.

Accommodations are determined on a case-by-case, course-by-course basis for each student. Each student is encouraged to meet with the coordinator every term to set up accommodations on a class-by-class basis. If you anticipate that your condition will flare up or cause difficulties in turning in

assignments or projects, you should discuss your concerns with the coordinator at your meeting or as soon as you know you are at risk of missing a deadline in your class.

If a student, with a known or previously unknown disability, requests accommodations last minute before a due date it may not be possible for the coordinator to negotiate an effective accommodation for that particular assignment/project. The coordinator and student will meet to discuss last minute requests and what they will mean in the future. The discussion will also include ideas on how to prevent another last minute request in the future.

Approved Assignment Extension Deadline

If the accommodation for assignment/project extension deadlines is approved, the coordinator and student will meet for an in-depth discussion regarding the class/classes. At this time, you will present your syllabus to your coordinator. You will both review the syllabus in order to become familiar with assignment/project deadlines, course policies on make-ups, etc. You will help your coordinator to develop a study plan that consists of working on the assignments/projects ahead of time to help prevent the need for a deadline extension, but with the understanding that it may still be needed. At the end of the meeting, your coordinator will present you with a letter to take to each faculty member with whom you will need a possible extension.

While it is assumed that all involved will agree to the need for and the length of an extension, there may be occasions when there is a disagreement. At that time, the coordinator will determine whether it is indeed appropriate for an extension to be granted and the length of the extension. If the course instructor(s) disagree, he/she may first appeal to the DS coordinator. If an agreement is not reached, the instructor(s) may appeal to the Vice President of Student Affairs.

If you, the student, disagree with the decision, you may pursue different appeal processes. First, you would consult with the coordinator, then the Director of Student Success Center or Vice President of Student Affairs. You may also file a discrimination complaint with the Oregon Tech Compliance Officer or pursue other opportunities through the Office of Civil Rights.

If you have any questions regarding advocacy with faculty and staff, please ask.

Services to Students with Temporary Impairment

There may be times when a temporary impairment would necessitate the need for accommodations, e.g. broken bones, recovering from surgery, etc. The degree of limitations to major life functions and the duration of the impairment may be such that it requires short-term accommodations such as those used by students with disabilities. Services may include moving the classrooms if the student cannot access them, training the student on assistive technology, possible note-taking and exam accommodations, as well as information regarding access to accessible transportation and temporary disability parking. Please contact the Disability Services coordinator for more information.

Campus Access at Oregon Tech

Disability Services