



Disability Services Office

Student Handbook

Flat Rock Campus

180 West Campus Drive, Flat Rock, NC 28731, (828) 694-1700

Transylvania Center

45 Oak Park Drive, Brevard, NC 28712, (828) 883-2520

www.blueridge.edu

Our Mission:

"To adapt the college's general services to the specialized, individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities."

WELCOME TO BLUE RIDGE COMMUNITY COLLEGE

Welcome to Blue Ridge Community College! We in the Disability Services Office are glad that you are here and will provide you with the services you require to ensure that your experience at the college is beneficial and enjoyable. Being a new student can be scary, especially if you have a disability and have never been on a college campus. This handbook is a guide to your rights, responsibilities, and procedures for obtaining and using the services of the Disability Services Office. After reading through this guide and speaking with the director, if you still feel unsure about what you should do and the choices available to you, please call the office at 694-1812 (or 711 – North Carolina Relay). TTY is available for persons with hearing impairments on the pay telephone located in the first floor lobby of the Patton building.

STUDENT RIGHTS

1. You have the right to confidentiality.
2. You have the right to equal access to programs, classes and facilities.
3. You have the right to have reasonable accommodations provided.
4. You have the same rights granted to every student at Blue Ridge Community College.

STUDENT RESPONSIBILITIES

1. You must disclose your disability to receive services.
2. You must provide up-to-date documentation from a qualified professional of your disability.
3. You must request specific accommodations.
4. You must meet with the counselor when appointments are scheduled.
5. You must pick up, complete, and return the DSO paperwork at the beginning of each term to activate services during each semester.

**You must comply with all policies, codes, and regulations of
Blue Ridge Community College.**

Enrollment

Your first step is to identify yourself to the Disability Services office as a student with a disability and request specific accommodations. “Accommodations” include a range of services, equipment, and modifications designed to allow you to do your best. They vary according to the disability, and include such things as using a tape recorder in class, having extended time, and making classrooms wheelchair accessible.

Your next step is to obtain documentation of your disability and provide this to the Disability Services office. Acceptable documentation of disability includes medical reports; psychological evaluations; psycho-educational evaluations; records from Division of Services for the Blind, Services for the Deaf and Hard of Hearing, Vocational Rehabilitation; and in some cases, a physician’s statement. You may be asked for documentation that is comprehensive and current. While this list is not totally inclusive, it should serve to set the parameters for accepted documentation. The Individual Accommodation Plan is developed based on your documentation and your discussion with the Director of Disability Services.

If you only suspect that you have a learning disability, attention deficit disorder, or some other condition that impacts your learning, the Disability Services Office can assist in referring you to a qualified professional for testing and diagnosis. Ideally, this should be done well before you enroll in classes. However, consult with the DSO Director about the possibility of receiving accommodations while awaiting your test results.

Once you have this documentation, you will be asked to complete a Student Data and Disclosure form which provides basic information about yourself and Consent to Release Confidential Information form which gives the DSO your permission to discuss your progress with your instructors or others you may designate. You and the director will also develop the IAP; the plan for accommodations you will use while you are a student here.

These first steps should be taken at least three weeks prior to registration. Testing accommodations for the Placement Test are available by appointment, provided you have submitted the documentation to substantiate your accommodation request prior to testing. Therefore, it is extremely important to make contact with the Disability Services Office as soon as you have decided to become a Blue Ridge Community College student.

Remember that before you register, you must also apply to the college for admission, provide transcripts, take the Placement Test if you are in a diploma or degree program, and apply for Financial Aid, if needed. Financial Aid takes at least 4-6 weeks to process. Refer to the Financial Aid information provided in the College catalog.

Support Services

Appointments:

After enrollment in the college and the Disability Services Office, you can always request scheduled appointments with the Disability Services Director or a counselor in student services. If you cannot keep a scheduled appointment, please call to cancel. (694-1813 or 694-1812)

If you are in crisis or an emergency and you need to see a counselor, please come to the office. Students in crisis have priority over normally scheduled appointments or administrative duties. A student in a regular appointment will be asked to reschedule so that your emergency can be addressed.

Classroom and Distance Learning Accommodations:

During your first visit with the director, your documentation will be reviewed and you will be asked what will help you the most academically. Typical accommodations include: extended time for testing; use of a tape recorder, spellchecker or calculator; tutoring; and reader or note taking services. Your needs are unique, and a plan will be designed to assist you specifically. This Individualized Accommodation Plan (IAP) will be printed for you to take to your instructors on or before the first day of class. A copy for each instructor to keep and one for all instructors to sign and return to the DSO will be provided. Distance Learning students may request that their IAP be emailed to them. The student will then need to forward their IAP to their instructor(s) and copy the Disability Services office at m_faulkner@blueridge.edu. During the term, if you realize that an accommodation is not working or that you need additional support, please bring that to the attention of the director as soon as possible.

Remember that it is your responsibility to inform the college of your needs and to request accommodations from the Disability Services Office. Whereas your instructors may note that you are having difficulty in class, they will not ask you if you have a disability and require accommodations. Failure to register with the Disability Services Office will mean that you will not have accommodations for your classes. It is very important for you to remember that each semester you will need to pick up your Individualized Accommodation Plan (IAP) and have it signed by your instructor(s). Your signed IAP is to be returned to the Disability Services Office in order to receive your assigned accommodations.

Other Accommodations:

Tutoring is available at no cost to ALL students at Blue Ridge Community College and is coordinated by the Learning Center/Star Center in the Industrial Skills building, room 102, (694-1635) or at the Transylvania Center, room 143, (694-1907).

Adaptive equipment is available on loan from the Disability Services Office on a term by term basis. You must request this equipment and sign a loan agreement.

A Computer with Assistive Technology is also available to you. Contact the Disability Services Office at 694-1812 or 694-1813 for more information.

Sign language interpreters for hearing impaired students can be provided in the classroom and at any event held on campus. Generally, a minimum two-week notice is required to ensure availability of an interpreter.

Testing

The Disability Services Office does offer testing accommodations and alternative testing arrangements. Forty-eight hours notice is required with a 24-hour cancellation policy.

Other Services

Additional vocational, academic and personal counseling is provided through Student Services (Flat Rock campus and Transylvania campus) and the JobLink Career Center located on the Flat Rock campus.

Financial assistance for those who qualify is available through Financial Aid in Student Services, Vocational Rehabilitation, Division of Services for the Blind and Division of Services for the Deaf and Hard of Hearing.

The college also offers a variety of classes which may be of assistance to you, such as developmental courses in mathematics, English, reading, study skills, and sign language. The Learning Center/Star Center is available to you for independent work in many academic areas. The library staff is very willing to assist you with research and general use of the library. Please remember that you must request this support.

Cost

All academic support services at Blue Ridge Community College are provided at no cost to the student.

Telephone Numbers

Maggie Faulkner	694-1813
Vanessa Owen	694-1812
Jan Epting	694-1907
Admissions	694-1800
Financial Aid	694-1816
Registrar	694-1810
JobLink Career Center	694-1755

This handbook can be made available in alternate format.

An equal opportunity college

Brochure revised April 2009