

Disability Services Office

Student Handbook

Henderson County Campus

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

Transylvania County Campus

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 694-1813 or email jk_harris@blueridge.edu

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 request, pick up and turn in your accommodation paperwork to your instructor at the beginning of each term to activate services during each semester.

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 Smart Pen in class, having extended time on tests and quizzes, and making classrooms 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.

Once you have this documentation, you will meet with the Director of Disability Services to discuss the accommodations that can be put in place for your classes. You and the director will also develop the Accommodation Plan.

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 recording devices, tutoring, separate test settings or note taking services. Your needs are unique, and a plan will be designed to assist you specifically. This Accommodation Plan (AP) will be printed for you to take to your instructors on or before the first day of class. Two master copies will be completed (one for you and one for the DS file) and individualized copies will be done for each instructor to keep. Distance Learning students may request that their AP be sent to their online instructors. 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 Accommodation Plan (AP).

Other Accommodations:

Tutoring is available at no cost to ALL students at Blue Ridge Community College and is coordinated by Student Success Center on each campus.

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.

Computers with Assistive Technology are available at various sites on both campuses. Contact the Disability Services Office with specific requests.

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

Other Services

Additional vocational, academic and personal counseling is provided through Student Services (Henderson County Campus and Transylvania County Campus) and the NC Works Centers located on both campuses.

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 Student Success Centers and Career and College Readiness Centers are 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

Judith Harris	694-1813
	694-1812
Michelle Handy	694-1906 (Transylvania Campus)
Admissions	694-1800
Admissions	883-2520 (Transylvania Campus)
Financial Aid	694-1816
Registrar	694-1811

This handbook can be made available in alternate format.

An equal opportunity college

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