



JOHNSON COUNTY
COMMUNITY COLLEGE

Access Services for Students with Disabilities

Student Responsibilities



Access Services for Students with Disabilities

Student Responsibilities Checklist

Various support services are provided to students with disabilities free of charge. *In order to receive these services, a student must complete ALL of the following steps:*

- Submit documentation of disability to Access Services. Documentation requirements vary, depending on disability, but could include: audiogram, psycho-educational evaluation, medical records or statement of diagnosis. All documentation should include information on the current impact of the disability in an educational setting. Access advisors will evaluate all documentation. Once documentation is approved, it will, in most cases, remain good for each semester a student attends JCCC. On occasion, advisors may ask for updated documentation.
- Meet with an Access Services advisor or coordinator of Deaf Services to:
 - Discuss accommodation needs for current classes.
 - Complete a Service Request Form (SRF). A new SRF must be completed for each new semester. Final approval of services cannot be made until documentation has been received and the student has officially enrolled.
 - Pick up Faculty Memo(s). There will be one Faculty Memo for each class in which services have been requested. The Faculty Memo does not disclose any information regarding disability.
 - Discuss how accommodations work and how to communicate accommodation needs to professors.
- Deliver Faculty Memos to professors on the first day or during the first week of classes.
- Discuss accommodation needs with each professor.
- Monitor JCCC email for information.
- Inform Access Services of any changes in schedule so that the correct accommodations will be set up for classes. Changes and/or additions of accommodations can be made at any time during the semester; however, it is the student's responsibility to inform Access Services of any changes.
- Inform Access Services of any problems or concerns regarding accommodations.

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Access Faculty and Staff

College Main Telephone913-469-8500

To Schedule Appointments 913-469-3521 or 913-469-3809

Access Services.....ext. 3521

fax913-469-2503

email accessservices@jccc.edu

Holly Dressler, advisor/faculty chair.....ext. 3974
dressler@jccc.edu

Karen Miller, advisorext. 3340
kjmiller@jccc.edu

Carla Dodge, advisor.....ext. 4248
cdodge@jccc.edu

Matt Gwynn, coordinator of Deaf Services/
Access Accommodations
mgwynn1@jccc.edu
voice/text message913-593-2366
video phone or video relay service913-549-9636

Pam Huckleberry, administrative assistant/
alternative text coordinator.....ext. 3521
phuckleb@jccc.edu

Lynda Markway, interpreter/accommodations specialist.....ext. 3234
lmarkway@jccc.edu

Notetaker questions or concerns notetakers@jccc.edu

Access Services Hours: Monday-Tuesday 8 a.m.-5 p.m.

Wednesday 8 a.m.-6 p.m.

Thursday 10 a.m.-5 p.m.

Friday 8 a.m.-5 p.m.

Notetakers

The Notetaker Recruitment Process

1. First, an email is sent to all students enrolled in the class. The email maintains confidentiality by not revealing the name of the student who is to receive the notes. Expectations of the notetaker are defined in the email. If a volunteer is found, then the notetaker is hired by Access Services and the name of the notetaker is emailed to the student and the professor.
2. If a notetaker is not found by the above-mentioned method, then a short notetaker recruitment video may be shown by your professor, or a staff person from Access Services will visit the classroom and make an anonymous announcement about the need for a notetaker. The person who is chosen from the volunteers will be the notetaker. The Access student can either introduce him/herself to the notetaker or ask the professor to introduce them.

It is possible for a student to remain totally anonymous by requesting that the notetaker bring the notes after each class session to the Success Center where they can be picked up later by the student. **Any Success Center staff person can retrieve the notes from the student's file.**

****Whenever possible, notetakers will be encouraged to email class notes to students**

Attendance

3. **Attendance** – Students approved for notetakers must attend class to receive notes. **Students will not be given notes for days missed due to illness or other personal reasons.** Access Services is not responsible for providing notes if the student is absent from class for reasons other than those related to disability.
4. **Absence** – If a student misses more than three consecutive class periods or has excessive absences from class, Access Services may re-evaluate the way in which notes will be provided. If it is determined that a student is not using provided notes (example: notes have accumulated in the student's file in the Student Center), they will be asked to meet with an Access Advisor or the Deaf Services Coordinator to discuss concerns.

Issues and Concerns

5. **Problems** – If a student experiences problems with a notetaker, he or she should:
 - a. Discuss the problem first with the notetaker (example: ask if the notes could be better organized).
 - b. Ask the professor to review the notes if there is a question about the quality of the notes.

- c. See an Access Services advisor or coordinator of Deaf Services if the problem cannot be resolved directly with the notetaker and/or professor (example: the notetaker is not attending class regularly).

Interpreters/Transliterators

Students who wish to use the services of an interpreter or transliterator for classes at JCCC must (each semester):

1. Make an appointment with Matt Gwynn, coordinator of Deaf Services, to set up accommodations/services. An audiogram should be submitted as documentation of disability.
2. Be on time for classes. At JCCC, interpreters are required to wait 15 minutes for each hour that the class is scheduled to meet. An interpreter is only required to wait a maximum of 30 minutes for a three-hour class. After waiting the appropriate amount of time, the interpreter will report back to Access Services for reassignment. If you need the interpreter to return to the classroom when you arrive, please contact Access Services.
3. Students should introduce themselves to both the interpreter and the professor.
4. Review closed captioning options for videotape/film material with the professor if needed. Make sure the interpreter has a chance to preview video/film material if it is desired that the video be interpreted. Access Services will also contact the professor to verify all video is captioned.
5. If an interpreter does not show up for class, immediately contact Matt Gwynn, Deaf Services Coordinator, by texting 913-593-2366 or by video phone/relay service at 913-549-9636.
6. If a student has a problem understanding the interpreter during class, he or she should first communicate with the interpreter to see if the concern can be resolved. If the problem is not resolved and continues, contact Matt Gwynn by texting 913-593-2366 or by video phone/relay service at 913-549-9636.
7. If an interpreter needs to be scheduled for activities outside of regularly scheduled classes (example: a meeting with a professor or tutor or campus activity or program), go to Access Services to complete an Interpreter Request Form at least two business days in advance.

8. Students who use interpreters are responsible for notifying Access Services if they will not be attending a class session. As soon as possible, inform Matt Gwynn of any absences by texting 913-593-2366 or by video phone/relay service at 913-549-9636. If a student misses three consecutive or excessive classes without notifying Access Services, interpreting services may be suspended. If this happens, the student will be notified and must communicate with Matt Gwynn before an interpreter will be sent back to class. If there is a problem with attending class, contact Matt Gwynn.

Audio Books/Alternative Text

- Requests for audio books/alternative text are processed on a first-come, first-served basis, so request them early. Depending on the availability of materials and to allow ample time for processing, Access Services suggests requesting your alternative text requests as far in advance as possible.
- After availability is determined, Pam Huckleberry will contact the student via JCCC student e-mail account with instructions on how to access and/or pick up the materials.
- If applicable, she will ask the student to schedule a time to come in and pick up any equipment/electronic format materials. Important: emails will be sent to the student's stumail.jccc.edu account only. Be sure to check this account regularly. If you need assistance in accessing your student email account, ask a staff member in the Student Center lobby to help you or notify the JCCC Technical Support at 913-469-8500, ext. 4357.
- Students may check on the status of their audio/alternative text requests by contacting Pam Huckleberry at phuckleb@jccc.edu or 913-469-3521.
- If an audio book is not available, the student may be offered the option of using PDF (electronic) files of the textbook. These files can be transferred to the student's personal computer/laptop and used along with a screen reader that can be downloaded from the Internet (such as FreeNaturalReader). For more information on using PDF files, contact Pam Huckleberry. Students will be required to bring their own personal flash drive when picking up any electronic files.

Audio Book Technology Resources

- Learning Ally (formerly Recording for the Blind and Dyslexic) works with leading publishers and technology innovators to provide accessible materials to individuals with visual and learning disabilities. It offers an online catalog of audio book and audio learning opportunities to qualified individuals. learningally.org
- Bookshare is a free online library of digital books for people with print disabilities. It operates under an exception to U.S. copyright law, which allows copyrighted digital books to be made available to people with qualifying disabilities. Bookshare members download books, textbooks and newspapers in a compressed, encrypted file. Books are read using adaptive technology, typically software that reads the book aloud (text-to-speech) and/or displays the text of the book on a computer screen or Braille access device. bookshare.org
- JCCC assistive technology: JCCC offers several software programs that make print available in digital format. Students can schedule an appointment with an advisor to discuss options and check on availability of training and technological tools at JCCC.

Testing Accommodations

Access Services must first approve testing accommodations. Faculty memos must be delivered to professors to notify them that testing accommodations have been approved.

All testing accommodations are managed by:

Barb Buchanan, ADA Testing Coordinator

913-469-8500, ext. 2487

bbuchan6@jccc.edu

Testing Services, SC 334

testingservices@jccc.edu

To set up a private room, reader, scribe or other testing accommodation, contact the Testing Services staff at 913-469-8500, ext. 2487, or stop by SC 334.

Note: Photo ID is required.

Testing Services Hours

For Testing Services hours please visit: jccc.edu/admissions/testing/hours.html

Examples of Testing Accommodations

1. Extended test time

- Students who have requested extended test time and/or a less distracting environment will take exams in Testing Services. It is helpful if students remind their professors to drop off exams in Testing Services before each test date.
- Students should go to Testing Services at the regularly scheduled time of the test unless otherwise directed by their professor. Students must show photo identification.
- Students who qualify for this accommodation are usually given time and an additional one-half to complete the test. The professor will advise Testing Services on the amount of time normally scheduled.

2. Extended test time with a reader/scribe/private room/proctor/assistive technology/personal attendant

- **Students must sign up for these testing accommodations a minimum of three working days before the exam** (not including Saturday and Sunday). Students may sign up for these accommodations in Testing Services with the ADA test coordinator or other staff member. If a student does not sign up for the exam three days in advance, he or she must meet with a staff member in Testing Services before the test can be rescheduled.

If a student does not show up for the exam at the scheduled time, Testing Services will return the exam to the professor and three working days notice must be given to reschedule the test. The professor must approve any and all changes in testing.

- Readers/scribes/proctors cannot and will not rephrase or explain test questions.
- A personal attendant can be present during a test (if documentation supports this request and is approved by Access Services) but a Testing Services proctor must administer the exam. The student and personal attendant must sign a form outlining responsibilities before the attendant is permitted in the testing environment.

Students are encouraged to remind their professors to take the exam to Testing Services (Student Center, third floor) before each test.

Tutoring and Resource Centers

JCCC offers students free tutoring in a wide variety of subjects. For subjects not listed here, students may always contact their professors or the appropriate department offices to ask about assistance.

To save time, it's a good idea to have your student ID handy when visiting the resource centers.

Academic Achievement Center (AAC)

The AAC, located in OCB 304, is a resource for any JCCC student who needs help with class material. While other JCCC resource centers focus on a specific content area (such as writing or math), the AAC works with you to improve your ability and readiness to learn.

Access students may request individualized tutoring by asking an Access Advisor for a tutor referral form. Individualized tutoring may not always be available. Find out more at jccc.edu/AcademicAchievementCenter.

Writing Center

Located in LIB 308, the Writing Center is a free support center that assists writers with reviewing, refreshing, and upgrading their writing skills. You can receive one-on-one help or enroll in a specific writing skill tutorial or class. Find out more at jccc.edu.

Math Resource Center

Any student enrolled in a JCCC math course may use the Math Resource Center, located in CLB 212. If you are struggling with math concepts, need a quiet place to study, or have questions about math homework, the Math Resource Center can help. Tutors are available any time during the center's regular hours. Find more information at jccc.edu/mrc.

Science Resource Center

The Science Resource Center is located in CLB 112A and is available to any JCCC student who is enrolled in a biology, physical science or other science class during the current semester. Find out more at jccc.edu.

Language Resource Center

The Language Resource Center, located in GEB 316, is an instructional lab supporting the speech, foreign language, and interpreter training departments. The LRC provides a schedule of tutors for different languages. Find more information at jccc.edu.

Alternative Format Accommodations

Students are encouraged to enroll in classes early and contact professors to discuss required class materials (textbooks/syllabi/handouts).

Braille

Students who need materials in Braille need to meet with an Access Services advisor. The professor(s) will be contacted to request copies of syllabi, handouts and other needed classroom materials. It may take five to seven days for materials to be converted to braille, so please contact an advisor early. Generally, textbooks are not converted to braille but are provided as audio books. If a textbook needs to be converted, discuss this request with an advisor.

Large Print

Requests for large print copies of textbooks should be made early. A student will need to purchase any textbooks that need to be enlarged and deliver these textbooks to Access Services. Books will be returned to the student when the large-print text is complete. Some books will be rebound with a spiral. Syllabi or class handouts that need to be enlarged should be obtained from the professor and brought to Access Services. The student may also ask the professor to forward these materials directly to Access Services. It may take five to seven days for these materials to be enlarged. Sometimes, professors may choose to take care of the print enlargement of classroom materials themselves. If a student is having difficulty in contacting professors, they may request assistance from an Access Services advisor.

Note

JCCC has assistive technology available for students who wish to independently convert print into alternative format. Students should contact Access Services for more information regarding this option and see the section on assistive technology.

Assistive Technology

JCCC has assistive technology (AT) available for students with disabilities. Students are encouraged to make AT requests early. Assistive technology software is available in LIB 227 computer lab.

Students who need materials in alternative format are encouraged to familiarize themselves with the assistive technology available at JCCC so they are able to convert text independently when needed.

The following AT is currently available at JCCC:

Screen Readers

Braille Translation Software

Braille Printer

Voice Recognition Programs

Video Magnifier (CCTV)

Screen Magnifier

Video Phone

Scanning Software

Alternative Keyboards
and Pointing Devices

Livescribe Pens

Digital Audio Equipment

Alternative Text
(Electronic Format Materials)

Other JCCC Resources

Counseling Center

Second Floor Student Center

Counseling appointments – 913-469-3809

Information Specialists for General Information – 913-469-3803

Facilitates process of educational decision-making for students. Professional faculty members can provide individual counseling that can be vital to a student's academic and personal success.

Career Development Center

Second floor Student Center

913-469-3870

jccc.edu/student-resources/counseling/career/

Assists students in making decisions about college majors and career options and provides job search assistance.

Student Activities and Welcome Desk

Student Center 106

913-469-3807

Provides general information about campus, housing, campus clubs and organizations, advertising opportunities for students, student senate, student ID cards, voter registration forms, mail drop.

Center for Student Involvement

COM 309

913-469-8500, ext. 7657

jccc.edu/clubs

Seeks to engage students into the educational process by providing opportunities for leadership, group association, social contact, cultural enrichment, recreational learning and basic services. Lists are available of recognized clubs and organizations at JCCC that have approval of student senate and the student life office.

Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7-8 a.m.							
8-9 a.m.							
9-10 a.m.							
10-11 a.m.							
11 a.m.-noon							
noon-1 p.m.							
1-2 p.m.							
2-3 p.m.							
3-4 p.m.							
4-5 p.m.							
5-6 p.m.							
6-7 p.m.							
7-8 p.m.							
8-9 p.m.							
9-10 p.m.							
10-11 p.m.							

Notice of Nondiscrimination

Notice of Nondiscrimination: Johnson County Community College does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, genetic information, marital status, veteran status, sexual orientation, or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the College's compliance with its nondiscrimination policies may be referred to the Dean of Student Services and Success or Director of Human Resources, Johnson County Community College, 12345 College Blvd., Overland Park, KS 66210, 913-469-8500; or to Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut St., Suite 320, Kansas City, MO 64106.

Johnson County Community College
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jccc.edu