# General information for students with disabilities

## General information:

* Academic adjustments and auxiliary aids are provided to students with documented disabilities in order to level the playing field and provide students with disabilities the opportunity to show professors their true knowledge.
* Students with disabilities are held to the same academic standards and Code of Conduct as other students. Students with disabilities are also expected to show the same level of knowledge as other students.

### **Requesting and using accommodations:**

* You must request accommodations from DSS as soon as you register for courses **each** quarter. Certain services (for example, alternate media and interpreters) take considerable time to arrange and may be delayed if you fail to provide timely notification.
* You must inform DSS of any changes to your class schedule immediately so accommodations can be modified as necessary.
* After you request accommodations, letters will be mailed to your Clark student email address, unless other arrangements have been made. Click [here](https://www.clark.edu/current_students/index.php)to set up your free Clark College email account. Please note: It is very important that you get in to the habit of checking your student email account regularly, as that is the primary method Clark uses to communicate with students. If you need help with your student email, contact the Clark College [TechHub](http://library.clark.edu/?q=content/techhub-0)at (360) 992.2010 or [TechHub@clark.edu](mailto:TechHub@clark.edu).
* Accommodation letters are typically emailed to students one week prior to the first day of the quarter. If you requested accommodations at least two weeks prior to the quarter starting and you do NOT receive your accommodations letters one week prior to the quarter starting, you should contact the DSS Office immediately.
* Accommodation requests made less than two weeks prior to the quarter starting will be processed as time allows. If you request less than two weeks prior to the quarter starting or during the quarter, it has been a week since you made the request, and you have not received your accommodation letters, you need to contact the DSS Office immediately.
* Accommodation letters are only valid for one quarter. If a change to your plan is needed, you must notify the DSS Office. A re-review of your documentation may be required, and additional information may be needed depending on the request and disability.
* Because accommodations are not retroactive, DSS encourages all students to use all services at the beginning of each quarter, and then adjust as necessary. Once an event is completed, it cannot be redone with accommodations. For example, if you take a test without accommodations, do poorly, and realize you should have used accommodations, you cannot retake the test with accommodations. The decision to use or not use accommodations must be made in advance with enough notice to all parties. "Appropriate notice" may vary depending on the type of accommodation. To determine what constitutes "appropriate notice," refer to the following agreements that outline procedures for your specific approved accommodations.

#### Informing professors:

* You are responsible to meet with each of your professors to discuss adjustments and aids if appropriate, unless other arrangements have been made.
* You should have a private conversation with each professor during the first week of classes, if using approved academic adjustments and auxiliary aids in that course.
* You can either print off a copy of your accommodation letters and testing memorandums for your professors or you can forward the email from DSS to your professors. If you choose to forward the accommodation letters via email, you still need to have a conversation with the professor about your accommodation plan and implementation. This conversation can be held in person or via email.
* You can choose how much information to disclose about your disability depending on your comfort level. You have the right to simply say, "I have documented my disability with Disability Support Services, and these are my approved accommodations." Comfort level and amount of disclosure may vary from situation to situation.
* You do not need to present disability documentation to anyone else at Clark. If a professor asks for documentation, he/she is likely referring to the accommodation letters sent to you from DSS.
* You should inform DSS immediately if you encounter any problems with an instructor regarding your approved accommodations. DSS wants to assist as appropriate in such situations.

##### Tutoring:

* Tutoring services are not a disability-related accommodation; however, Clark offers tutoring services to all students FREE of charge. Please click [here](http://www.clark.edu/campus-life/student-support/tutoring/index.php) for more information about available tutoring services.

###### Documentation:

* Documentation of your disability is kept in a file separate from your academic record. Information contained in your disability documentation can be released on an educational need-to-know basis or with your signed permission. DSS will not make copies of your documentation once it has been turned in to the DSS Office. If you have questions about the confidentiality of your records, please contact us.
* No disability notation is noted on your transcript.

Voter registration:

* DSS is required to offer all students a voter registration form and assistance filling it out. If you are interested in becoming a registered voter and need assistance with the form, please contact the DSS Office.