Accessibility Services

New Students

Frequently Asked Questions

▶ Who is responsible for providing documentation of a disability?

   *Any UCC student requesting accommodations from Accessibility Services.

▶ What is disability documentation?

   *Documentation is current and specific information about a student's disability provided by a licensed professional with expertise and training in the field of that disability.

▶ When must a student provide disability documentation?

   *Documentation is provided to AS before the student can receive accommodations.

Frequently Asked Questions

▶ Where is disability documentation kept?

*Documentation is kept in a confidential file which is maintained by AS, and is not part of the student's academic transcript.

▶ How recent must documentation be?

*Typically, documentation should be no older than three years.

▶ Why does UCC need documentation of the disability?

*AS needs sufficient information to determine eligibility and effective accommodations for each student.

Types of Disabilities

- Attention Deficit Disorder
- Autism Spectrum Disorder
- Head Injury/Traumatic Brain Injury
- Hearing Impairment
- Speech or Language Impairment
- Physical Disabilities with Other Health Impairments
- Psychological Disorder
- Visual Impairment

Learning Disabilities

- Learning Disability documentation is based on the Association for Higher Education and Disability (AHEAD) documentation guidelines and the Umpqua Community College (UCC) Learning Disability (LD) guidelines.

Required Disability Documentation

Written diagnostic report that includes:

► The credentials of the evaluator

► A clear diagnostic statement

► The diagnostic methodology

► Current functional limitations

► Expected progression or stability of the disability

► Current /past accommodations, services and/or medication(s)

► Recommendations (AHEAD Guidelines).

Required Disability Documentation

Comprehensive Cognitive and Achievement Assessments that include the complete battery of Standard Scores

▶ Minimum Cognitive Standard Score of 85.

▶ Cognitive Assessments should include full scale scores, verbal, performance and index scores. Subtest scores preferred.

▶ Achievement Assessments should include subtest and broad scores.

  *Please note: IEP and 504 usually do not include updated/recent evaluation reports.

Request for Alternate Media Format Services

To be done each term by the student

▶ Complete a request in its entirety

▶ Provide support that the material was purchased

Test Accommodations Service Request (optional)

To be done each term by the student

- ▶ Student initiates the process by giving instructor the form.
- ▶ Student and instructor complete and sign the form.
- ▶ Student submits the form to AS by the listed deadlines.
- ▶ Student checks Riverhawk Web email to confirm appointment has been made.

Student Success Tips

▶ Be organized. Keep all of your class material in a 3 ring binder.

▶ Use daily, weekly, and semester calendars to keep track of due dates and appointments.

▶ Attend class, get to know your instructor, make sure they know you, sit in the front of class. Know your instructors office hours.

▶ Establish a regular study routine, and study during daylight hours.

▶ Use your campus resources-tutoring, advising and career services.

▶ Take care of your health.

▶ Stay in contact with Accessibility Services Office and your professors.