

# Disability Services



**NEW STUDENTS  
AND  
GENERAL INTEREST**

# Frequently Asked Questions



- Who is responsible for providing documentation of a disability?

Any UCC student requesting accommodations from Disability Services (DS).

- 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 DS 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 DS, 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?

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

# 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.

# 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

# 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 Academic Approved Accommodation Notification



*To be done each term by the student.*

## Student needs to:

- Schedule an appointment with DS staff member
- Provide a current term schedule
- Provide current documentation
- Check Riverhawk email account
- Follow-up with instructor regarding accommodations.



# 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 DS 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 the office of disability support services and your professors.