

## **DISABILITY → ACCESSIBILITY SERVICES**

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended, Northwestern Connecticut Community College (NCCC) provides accommodations to students with documented disabilities. With the proper support services and technology, disabilities can become abilities.

Please note that the IDEA (Individuals with Disabilities Act) does not apply to post-secondary education students. Thus, a special education curriculum is not provided.

Reasonable accommodations are provided to students with documented disabilities to allow equal access for academic and campus programs. Eligibility and determination of specific accommodations are done on an individualized basis. Students are not eligible for accommodations that fundamentally alter the essential nature of a course or program of study.

### **General Disability Services**

- 1) Orientation For Students with Disabilities
- 2) Accessibility information
- 3) Liaison between faculty and students as needed

### **Specific Disability Services For Students with Documented Need**

- 1) Testing accommodations
- 2) Note-takers
- 3) Adaptive Technology for use at the college:  
Kurzweil Reader, Dragon Speaking Naturally, JAWS, Zoom-Text
- 4) Audiobooks
- 5) Individual Evacuation Plan

Note: Transportation to the college is the responsibility of the student.

### **Tutoring Services**

NCCC does not offered specialized tutoring services for students with learning disabilities. However, tutoring is available for various subjects through the Academic Skills Center in Founders Hall, Room 307.

### **Procedures to Request Accommodations**

Students who are Deaf or hard of hearing – please see the Collegiate Education of the Deaf and Hard of Hearing program section of the catalog. Information can also be found at this website: <http://www.nwcc.commnet.edu/cedhh/cedhhprogram.htm>.

All other students with disabilities:

#### **Step I. Review the Documentation Requirements.**

Please contact Roseann Dennerlein, Counselor for Students with Disabilities for specific information:

Email: [rdennerlein@nwcc.commnet.edu](mailto:rdennerlein@nwcc.commnet.edu)  
Phone: (860) 738-6307

### **Step 2. Send Documentation**

Send the most recent disability documentation at least 4 weeks before the semester begins (August 1 for Fall Semester and December 15 for Spring Semester) to the attention of:

Roseann Dennerlein,  
Counselor for Students with Disabilities,  
NCCC,  
Park Place East, Winsted, CT 06098

Students who provide disability documentation after the deadline may not have an Accommodations Plan in place in time for the start of the semester.

### **Step 3. Take the Admissions Placement Test**

To set up an appointment to take the ACCUPLACER test, contact the Admissions Office at 738-6330 or via e-mail at [dmartineau@nwcc.commnet.edu](mailto:dmartineau@nwcc.commnet.edu). Since the placement test has no time limit, the accommodation of extended time is not needed. If other accommodations are required for the test, please contact the Counselor for Students with Disabilities, Roseann Dennerlein at (860) 738-6307 or via e-mail at [rdennerlein@nwcc.commnet.edu](mailto:rdennerlein@nwcc.commnet.edu) to set up an individual appointment for the test.

### **Step 4. Review Placement Test Results & Documentation**

Make an appointment with Roseann Dennerlein to discuss the placement test results, documentation, eligibility for services, and educational/career goals. The student may choose to register for class, pay the tuition, and complete an Accommodations Plan at this time. Or, the student can make a separate appointment to complete the Accommodations Plan.

## **Student Responsibilities**

After the Accommodations Plan is completed, the student has the responsibility to:

1. Talk to each instructor regarding the identified accommodations the first week of class or within one week of completing the Accommodations Plan.

If a student does not identify his/her disability until later in the semester, accommodations will be provided from the time that instructor is given the Accommodations Plan. Accommodations are not retroactively applied. For example, a student is not permitted to retake a test on which he/she performed poorly if the student did not request accommodations in time.

2. Follow through with accommodations identified in the Accommodations Plan.
  - a. Students receiving extended time for tests need to make individual arrangements with the instructor. If additional assistance is needed, contact Roseann Dennerlein, Counselor for Students with Disabilities.

- b. Students who qualify for note-taking services need to meet with Roseann Dennerlein and complete the Note-Taking Request form prior to registering for classes.
3. Students with disabilities are subject to the same codes of conduct and disciplinary processes as other students. The Student Handbook explains students' rights and the grievance policy.
4. If you have concerns about the services provided, you may contact the ADA Coordinator, Ruth Gonzalez via email at [rgonzalez@nwcc.commnet.edu](mailto:rgonzalez@nwcc.commnet.edu) or by phone at (860) 738-6315.