Assistive Technology Center

Featuring:
- Arkenstone Reader
- Vocal Eyes
- Zoom Text
- CCTV
- Voice Activated Software (Dragon Dictate)
- Large print keyboards
- Jaws for Windows
- Internet Access
- Large Monitor

Services May Include

- Assistance with registration
- Accommodations for placement test (including audio-cassette and large print editions)
- Basic skills coursework
- Accessible parking
- Liaison with faculty and staff
- Liaison with Vocational Rehabilitation
- Telecommunication Device for the Deaf
- Sign language interpreting services
- Classroom adaptations
- Extended test-taking time
- Out-of-class testing
- Notetakers
- Readers
- Writers
- Peer tutors
- Large print copies of tests and classroom materials
- Print magnifiers
- Notetaking paper and scribes
- Services to obtain textbooks on tape
- Cassette tape recorders (4-track and standard)

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, gender, national origin, race, or religion, be subject to discrimination in employment or in admission to any educational program or activity of the College.

NOTE: If accommodations for a disability are needed, please contact Sunday Harrison at (636)797-3000/789-3000/942-3000, ext. 169. TDD users may call (636)789-5772.

Jefferson College
1000 Viking Drive
Hillsboro, MO 63050
(636)797-3000/789-3000/942-3000
Extension 169 & 158
TDD users call (636)789-5772
www.jeffco.edu
Jefferson College is an open enrollment institution and is dedicated to providing reasonable accommodations and appropriate services to students with disabilities. The Disability Support Services (DSS) Office collaborates with students, faculty, and staff to provide equal access to educational opportunities, programs, and activities.

The DSS Coordinator will assist students with disabilities by working with staff and faculty to provide reasonable accommodations that will allow students to demonstrate their ability, knowledge, and skills. This is achieved while treating any disability-related information confidentially.

Who is eligible?
The DSS Office provides services for any Jefferson College student with a diagnosed disability, including but not limited to: visual, hearing, psychiatric, physical, and learning disabilities.

Current and appropriate documentation of a disability must be provided to the DSS Office and must show how the disability substantially limits one or more major life activities before accommodations can be received. Jefferson College is a member of the St. Louis Association on Higher Education and Disabilities (AHEAD) and follows the established guidelines regarding documentation requirements of disabilities at the post-secondary level.

To request information regarding required documentation, contact the DSS Office in the library at the Jefferson College main campus-Hillsboro, (636) 797-3000, ext. 169.

Definitions
A qualified student with a disability means any person who (a) has a physical or mental impairment which substantially limits one or more major life activities, and (b) has a record of such an impairment.

Self-disclosure
It is the student's responsibility to self-identify, to provide current and appropriate documentation of his/her disability, and to request classroom accommodations to the DSS Office.

It is important to note that if a student chooses not to disclose his/her disability to the DSS Office, the student is not covered under Section 504 or ADA and they cannot receive accommodation or support services.

It should be understood that not all accommodations received by a student in a high school setting are acceptable on the college level.

Getting started...
To ensure appropriate accommodations are in place before the semester begins, the following steps must be taken:

1) Contact DSS Office to discuss potential eligibility and the process for accessing disability services.
2) Schedule an appointment to complete the program forms.
3) Provide the DSS Office with all requested and appropriate documentation. (If accommodations are needed for entrance placement, the student needs to schedule an appointment with DSS Coordinator before meeting with an advisor and registering for classes.)
4) Meet with an advisor and register for classes.
5) Meet with DSS Coordinator or inform the DSS Office each semester to continue receiving accommodations.

Appropriate Documentation of a Disability
In order to be eligible for services and accommodations through Jefferson College DSS Office, a student (full-time or part-time) with a disability/chronic medical condition must provide appropriate documentation. The evaluation must be on letterhead and signed by a licensed educational, mental health, or medical professional who is not related to the student, and licensed/certified in the area for which the diagnosis is made. All documentation must provide the following information:

- Date of the evaluation
- Specific diagnosis
- Method of evaluation/examination
- Specific limitation with respect to the disability's current impact in the College and related educational environments as it relates to the accommodations requested
- Medication-expectation in results on functioning, or cognitive impairment

Additional documentation may be required for deaf or hard-of-hearing, blind or visually impaired, physical/mobility impairments, chronic medical/systemic conditions, psychological disorders, traumatic brain injury, attention deficit hyperactivity disorder (ADHD/ADD), or learning disabilities that students may have. For the appropriate documentation, please contact the DSS Office.

Confidentiality
Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 are mandates from the federal government that carry within them rules regarding the confidential treatment of disability related information. These guidelines require that disability-related information be: treated as medical information and handled under the same strict rules of confidentiality; collected and maintained on separate forms and kept in secure files within limited access; and made available only on a limited basis for a compelling reason within the college community or with the student's permission.