Panola College

A Guide for Accommodations & Disability Support

[PANOLA COLLEGE]

Accommodations & Disability Support wants to help you build your story

Accommodations & Disability Support (A&DS)
Phone: 903.693.2046
1109 W. Panola St. Carthage, TX 75633
Located in the Charles C. Matthews Student Center

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Accreditation

Panola College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4500) to award Associate degrees and certificates of completion.

Equality

Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, disability or genetic information.

Philosophy and Objectives

Panola College welcomes students with disabilities as a part of the student body. This institution is committed to providing support and adaptations necessary to contribute to a successful educational experience for students with disabilities. Panola College provides equal opportunities

for qualified students with disabilities and ensures access to a wide variety of resources and programs. The Accommodations & Disability Support (A&DS) Office at Panola College coordinates support services for Panola College students with temporary and/or permanent disabilities.

The passage of Section 504, Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 requires that the College make certain special arrangements for students with disabilities. This legislation means that the student will be required to meet the same academic standards as other Panola students; but will have access to the accommodations which will support them in meeting those standards. The Panola College A&DS office will provide reasonable accommodations for students who have been admitted to the college with a diagnosed physical and/or learning disability, who has requested accommodations that are documented by a licensed professional.

Panola College Accommodations & Disability Support Mission

Panola College Accommodations & Disability Support provides and coordinates support services to improve the educational experience of students with qualifying disabilities by offering reasonable accommodations in a holistic environment.

Panola College Accommodations & Disability Support Goals

- To provide services, accommodations, and equipment enabling students with disabilities to participate in and benefit from all College programs and activities.
- To promote an environment at Panola College which provides reasonable access.
- To encourage students to become as independent and self-reliant as possible. Toward this goal, students are expected to assume responsibility for securing services and accommodations.
- To provide information and consultation about specific disabilities to the entire Panola College community.

Laws: Section 504 and Americans with Disabilities Act

The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 are major pieces of federal legislation which prohibit discrimination against persons with disabilities. These Acts state that:

"...no otherwise qualified handicapped person shall on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic. . .or other post-secondary education program receiving federal financial assistance."

Under these laws, a qualified handicapped person is defined as "one who meets the academic and technical standards requisite to admission or participation in the . . . education program or activity." They specify that individuals with hidden disabilities (psychological and learning disabilities) have the same legal entitlements as adults with physical or sensory disabilities. Section 504 of the Act prohibits discrimination on the basis of handicap against persons in programs or activities receiving or benefiting from federal assistance. Thus, in a university setting, Section 504 mandates "reasonable accommodation" for students with learning and psychological disabilities via such methods as taped textbooks and alternative testing arrangements in the same way that it mandates curb cuts and ramped entrances to classroom buildings for students with physical disabilities or sign language interpreters for students who are deaf.

A "handicapped person" means any person who (i) has a physical or mental impairment that substantially limits one or more of such person's major life activities, (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment.

A "qualified handicapped person" is defined as one who meets the requisite academic and technical standards required for admission or participation in the post-secondary institution's programs and activities. Section 504 protects the civil rights of individuals who are qualified to participate.

The Americans with Disabilities Act of 1990 (ADA) is the civil rights guarantee for persons with disabilities in the United States. This legislation provides protection from discrimination for individuals on the basis of disability. The ADA extends civil rights protection for people with disabilities to employment in the private sector, transportation, public accommodations, services provided by state and local government, and telecommunication relay services. The significance of this legislation is no less than that of the civil rights acts in the 1960's for minorities.

A person with a disability is anyone with a physical or mental impairment (or who has a history of such a condition, or who is perceived by others to be disabled) that substantially impairs or restricts one or more major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Post-secondary institutions that receive federal monies have been required to comply with a similar disability nondiscrimination law – Section 504 of the Rehabilitation Act of 1973. The ADA upholds and extends the standards for compliance set forth in Section 504 to employment and promotion practices, meeting planning, and communications.

Support Services

The purpose of the Accommodations & Disability Support office is to promote an environment at Panola College, that provides reasonable access to all programs, courses, and activities for students

with disabilities, and to provide information and consultation about specific disabilities to the entire College community. The following list of services may be available:

504/ADA/Services

- Assistance with registration
- Testing accommodations
- Taped lecture/texts
- Notetakers
- Oral Testing

NOTE: Panola College Accommodations & Disability Support paperwork is kept for 5 years after last activity.

Pre-Admissions Guidance

Prospective students with disabilities are encouraged to arrange a visit to the campus prior to admission to become acquainted with the facilities and services offered at the Panola College campus that will enable them to fully participate in regular classroom instruction.

The college will make reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who apply for admission. The student is responsible for being aware of the guidelines, procedures, and policies outlined in the official *College Catalog* and the student handbook, *The Pathfinder*. This *Accommodations & Disability Support Handbook* is intended primarily to inform students of the accommodations available at Panola College.

The student should make the Accommodations & Disability Support Office aware of his/her needs and request the assistance needed. Notification before the beginning of any semester is necessary for adequate scheduling of services. Reasonable accommodations or assistance will be provided, as appropriate, to help students achieve success.

The deadline for applying for assistance with the Accommodations & Disability Support Office is normally four weeks prior to the beginning of the initial semester of enrollment to allow time to provide adequate coordination of services. The deadline for applying for subsequent continuous semesters of enrollment is two weeks prior to the beginning of the semester.

Counseling

Students may receive academic and career counseling from professional counselors and staff at Panola College. Personal counseling is also available on campus. Counselors also provide referral information when requested.

Job Placement

Panola College attempts to assist students in job placement by providing resources such as interest assessment, investigating career options, and occupational information through the Panola College website. Job opportunities (on campus and off campus) are posted regularly on designated College bulletin boards and online through the career services page. Directors of career programs provide

placement information to graduates of these programs. Finding employment is ultimately the student's responsibility.

Community Referrals

Texas Workforce Commission (TWC) and Texas Health & Human Services Commission (HHSC) are common referral sources for diagnostic evaluations and assistance. Contact the A&DS Office for additional referral resources at 903.693.2046 or visit https://twc.texas.gov/ https://hhs.texas.gov/

Accommodations Services

The following descriptions of services/accommodations listed are those most frequently requested and provided to students.

Accommodations Available to the Student with a Learning Difference

- Special arrangements for taking exams/written work completed in class (extended-time, alternate testing site, other accommodations on an individual basis)—please follow accommodations request procedure to access this service.
- Coordination of textbooks recorded/enlarged.
- Classroom notetaker – Please follow accommodation request procedures to access this service.
- Other accommodations on an individual basis.

Accommodations Available for the Student with a Mobility Impairment

- Ramps
- Accessible buildings/restrooms
- Handicapped parking
- Modified equipment and adaptive equipment
- Classroom notetaker
- Other accommodations on an individual basis

Testing Accommodations

To assure that reasonable special testing can be provided for the student with a physical or learning disability, the procedures listed below must be followed:

- Student must meet with an Accommodations & Disability Support Officer in the A&DS Office to ensure that appropriate documentation is on file.
- Student must contact and present the Accommodations & Disability Support Checklist Form to his/her instructor(s) to arrange for special testing prior to the beginning of the semester or during the first week of classes and maintain contact throughout the semester.
- Instructors should contact the Accommodations & Disability Support Officer at 903.693.2046 if assistance is needed.

State law requires persons with handicaps to obtain handicapped permits from their county automobile registration department in order to park in any handicapped zones. If a student has special needs, special parking permits are available in the Campus Safety Office during regular business hours. For more information contact the Campus Police Office at 903.693.1111.

Guidance and Process for Requesting Accommodations at Panola College

Student Intake Application and Handbook Information
Unlike in the secondary educational setting (i.e., high school), students with disabilities must be very proactive and identify themselves to an Accommodations & Disability Support Officer in order to receive academic accommodations in their tertiary educational institution (i.e., college). Students must read the Panola College Accommodations & Disability Support Handbook and complete the application within. The completed application must be submitted to an Accommodations & Disability Support Office (A&DS) in person, email, or fax. Students must also supply the A&DS office with a copy of current documentation of their disability. Preferred documentation must be less than five years old.

Accommodations & Disability Support Services Office Review
Once a student has provided appropriate documentation, an A&DS Officer will review and develop an Accommodations & Disability Support checklist for the student and his/her instructor.

Student Decision
Keep in mind that not all students with disabilities choose to identify themselves to the A&DS Office. Students may also identify themselves to the A&DS Office, yet may choose not to have an A&DS checklist prepared as they do not wish to receive accommodations even though they may be entitled to them. A student has the right, at any time, during the semester to decline their approved accommodation(s). **Students must request renewal of accommodation(s) at the beginning of each semester and submit any new documentation if changes are needed.**

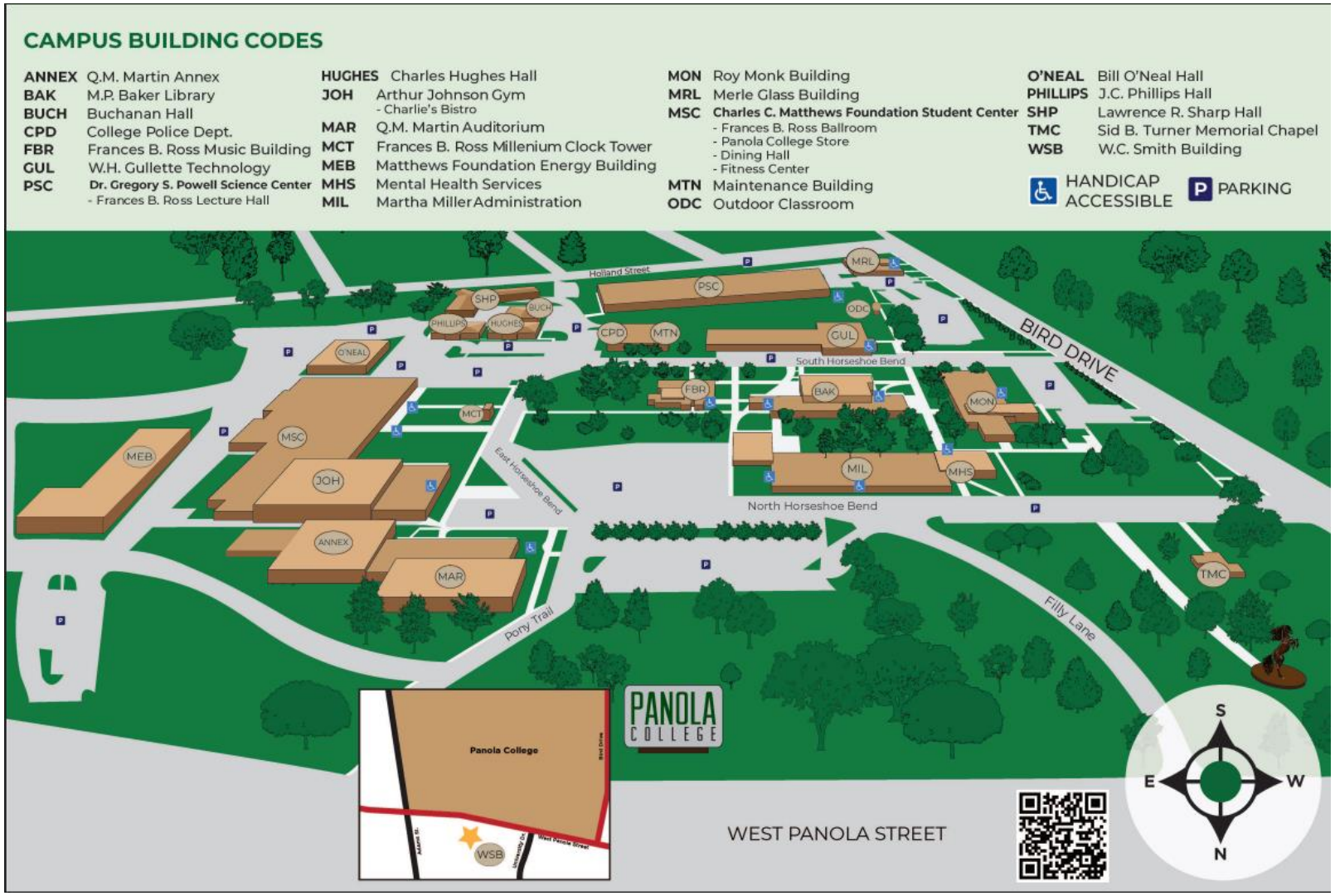
Panola College, A&DS, and Instructors
Panola College and the A&DS are under no obligation to provide accommodation(s) retroactively. The instructor must implement the A&DS checklist accommodate(s) from the approved date forward. This means that neither the A&DS nor the instructor is under any obligation to change anything that may have occurred prior to the student's approval date. In the event that a student is requesting accommodations from their instructor(s) the student must be referred to the A&DS Office for assistance. The student's instructor(s) are under no obligation to provide accommodations unless the student has gone through the proper channels and has appropriate documentation on file with approval from the A&DS.

PANOLA COLLEGE

CARTHAGE, TEXAS

CAMPUS MAP

The Accommodations & Disability Support Office is on the second floor of the Charles C. Matthews Student Center (MSC).



APPLICATION INTAKE FORM FOR ACCOMMODATIONS & DISABILITY SUPPORT

Welcome to Panola College
This form is to be **completed by the student only** – if assistance is needed, please ask an Accommodations & Disability Support Advisor to help. Fill out the form as completely as possible prior to your scheduled meeting with an Accommodations & Disability Support Advisor. To receive appropriate accommodations prior to the start of the semester, please provide the following information **30 days before the beginning of the semester**.

Demographic and General Information

Student Name: _____
Last First Middle

SS# _____-_____-_____ Panola Student ID# _____

Application Date _____/_____/_____ Enrollment Semester _____

Primary Phone # _____ Alt. Phone# _____

Mailing Address_____
Street/PO Box City State Zip code

Physical Address_____
Street City State Zip code

Student Email Address_____

Emergency Contact_____ Phone# _____

Personal Status _____ Single _____Married _____Divorced _____Separated _____Widowed

U.S. Citizen _____Yes _____No

If no, country of citizenship_____

Veteran of the U.S. Armed Forces _____Yes _____ No

If yes, branch of service _____

Referred to Accommodations & Disability Support by_____

_____

I understand that my signature certifies all applicant information is accurate.

Student Signature _____ Date _____

Student Status

Origin (Check all that apply)

_____ Incoming Freshman _____Currently Enrolled _____ Transfer Student

_____ Transient Student _____ Dual Credit Student _____ International Student

Enrollment Status _____ Full Time(12 hours or more) _____ Part-Time (less than 12 hours)

College Year _____ Freshman _____ Sophomore _____ Junior ____ Senior

Intended Major _____ First Date of Enrollment _____

Commuter (Housing off Campus) _____ Yes _____ No

Resident Student (Housing on Campus) _____ Yes _____ No

If yes, name of Residential Hall and Room # _____

Do you require any specific accommodations while living on campus? _____Yes ____No

If yes, what accommodation(s)? _____

_____

Financial Aid Information

Our staff works with students receiving financial aid who are required to take a full academic load but who need to be enrolled only part time due to a disabling condition.

Please indicate whether or not you are a financial aid recipient or applicant through the Panola College Financial Aid Office. **Yes** ☐ **No**☐

Educational Background

Recent School(s) Attended (5years)	Dates Attended (From-To)	Approved Disability
_____	_____	_____
_____	_____	_____

Accommodations Provided by Prior attended School(s)

_____

_____

What is the highest level of education you have completed?

___ High School (Diploma) Circle one: Home, Public, Early College or Charter

___ OSC Certificate ___ TxCHSE (GED/HiSET) ___ Certificate Program

___ Some College ___ Associate Degree or higher

If you received your TxCHSE (Texas Certificate of High School Equivalency) through a GED or HiSET program:

When? _____ Where? _____

Please list certification title: _____

FAMILY/SOCIAL/EMOTIONAL INFORMATION

Do you feel safe in your surroundings? _____ Yes _____ No

If no, please explain. _____

_____

Is there anything going on at home or in any area of your life that causes you any emotional concerns?

_____ Yes _____ No

If yes, please explain _____

_____

Do you have an Emotional Support Animal (ESA) or a Service Animal (SA)? Circle one: ESA SA None

If yes, what kind of animal is it? _____

What are the academic special needs concerns as it relates to your emotional concerns? _____

_____

Do you have any problem with large groups or crowds? _____ Yes _____ No

If yes, please explain. _____

_____

How would you rank your family's social and emotional support? (Check One)

_____ Excellent _____ Good _____ Fair _____ Poor

Please provide any supporting information/documentation.

_____

_____

Student Accommodation Questions

To request Accommodations & Disability Support, the student must complete the questions below and provide current documentation to the Panola College Accommodations & Disability Support (A&DS) office. The A&DS office is assigned the responsibility for collecting and maintaining all documentation in a secure file with limited access.

1. In as much detail as possible, describe how the diagnosed condition impacts you as a student in an educational setting. _____

   _____

2. What types of accommodations have been helpful to you in the past? _____
   _____
   _____
3. List the accommodations you are requesting: (e.g. test accommodation, housing, campus, etc.)
   _____

   _____

4. Do you utilize assistive Technology (i.e. Screen reader, Text to Speech, Dictation software, assistive listening device, Screen magnification)? _____

   _____

5. Disability Information: Please indicate which tasks you believe are areas of concern. There are no right or wrong answers. Your answers will help us determine which supports are most appropriate for you:

   _____ Paying Attention in class
   _____ Time Management
   _____ Understanding what you have read
   _____ Finishing test on time
   _____ Taking Notes
   _____ Following directions
   _____ Asking for help
   _____ Proofreading (review what you have written)

Employment/Career Information

Are you currently working? _____Yes _____No If yes, how many hours per week: _____

Where? _____

What kind of work do you do? _____

What other jobs have you held? (Where and for how long?)

_____

_____

What are your career goals? _____

_____

Medical History/ Disability Information

You **MUST** provide medical/diagnostic evaluation report(s) and/or psychological/psychiatric notes **WITH** this application that provide(s) evidence of your disability and its limitations to your mobility or academic performance. These evaluation reports must have been completed within the **LAST FIVE YEARS.**

Declared Disability (check all that apply)

_____ ADHD
_____ Autism Spectrum Disorder
_____ Learning Disability
_____ Orthopedic Impairment
_____ Deaf
_____ Hard-of-Hearing
_____ Psychological Condition
_____ Other _____

_____ Intellectual Disability
_____ Speech Impairment
_____ Blind or Low Vision
_____ Visual Impairment
_____ Traumatic Brain Injury
_____ Psychiatric Disability
_____ Chronic Health Condition

Do you have any long-term medical problems or history of serious illnesses/injuries? _____ Yes _____ No
If yes, please describe: _____

How would you rate your general health? (Check one) ___Excellent ___Good ___Fair ___Poor

Please list below any medications you are currently taking under a physician's orders which could involve an emergency health situation. (i.e. seizure medications or medications without which you cannot function effectively, etc.) _____

Have you ever received any Psychological or Counseling History? (When, Where, and Diagnosis)
_____

_____

Have you ever been diagnosed with a Psychiatric Disorder? (When, Where, Diagnosis)
_____

_____

Medical and/or Diagnostic Contact(s) Information

Provider #1
Name_____ Phone #_____

Mailing address _____
Street/PO Box City State Zip Code

Provider #2
Name_____ Phone#_____

Mailing address _____
Street/PO Box City State Zip Code

Please list the name of all local/state/federal government agencies that you receive outside assistance from: (i.e. Texas Workforce Solutions-Vocational Rehabilitation Solutions TWS-VRS (formally DARS), VA, Vocational Rehabilitation, Services for the Deaf and Hard-of-Hearing, Association for the Blind etc.)
_____

_____

Specific Accommodations & Disability Support Request Checklist

Note: If you wish instructors to provide accommodations, you must complete this form. Proof of a disability warranting the accommodation requested must be on file with the Accommodations & Disability Support Office.

A checklist of appropriate accommodations will be provided to you. You will need to present this information to your instructors **before the beginning of each semester** at which time you will discuss your academic needs. However, if you would prefer that the A&DS Office facilitate a meeting between you and your instructors to discuss your academic needs, this can be arranged. Copies will be available from the Accommodations & Disability Support Office. Instructors will be requested to treat **all information regarding your disability as confidential.**

Please indicate below the accommodations which you feel will be appropriate.

☐ A copy of class notes. (Instructor provided and/or classmate. The A&DS office may provide NCR Carbonless paper for classmate use. The student may request help in making an anonymous appeal for a volunteer willing to share a copy of his/her notes.)

☐ Sign language interpreter who will either need to sit next to or immediately in front of the student.

☐ Seat near the front for lip-reading. (Student must be able to see professor's face at all times.)

☐ Additional time on quizzes and on tests, unless testing applies to an assessment measuring a factor, which may include spelling, speed, accuracy, aptitude or achievement level, granting up to time and a half allowed to other students is considered a "reasonable accommodation" for those whose manual or coding/decoding functioning is impaired.

☐ Test reader, online narrator, or scribe.

☐ Special Testing location provided at A&DS office (quiet less-distractive environment, 3 or less testing at a time)

☐ Special Circumstances Testing at home location through Respondus Lockdown Brower which requires the student to have webcam with microphone.

☐ Scratch paper and pencil (to be taken and shredded after testing is complete)

☐ Assistive device(s):_____

☐ Special seating: 1) seat near the door; 2) wheelchair access; 3) other _____

☐ Assistance with lab work, tutoring etc.

CONFIDENTIALITY AND INFORMATION RELEASE OF STUDENT RECORDS

The Office of Accommodations & Disability Support (A&DS) is responsible for receiving and maintaining disability-related documentation and information for students with disabilities at Panola College. All documentation in the student's A&DS file is treated confidentially and will not be released to anyone not involved in the accommodation and service-delivery process with the following exceptions: (a) the student gives A&DS a signed release to share disability-related information with the person(s) or office(s) named on the release; (b) A&DS will release disability-related information as required and/or permitted by the law and/or court order; (c) the student threatens to harm himself or herself or others; (d) the student files a disability-related complaint, appeal, grievance, or lawsuit against any College office or employee(s): (e) there is a need-to-know or right-to-know by college faculty/staff in order to best serve the student. A&DS staff will not release disability-related information to a student's parents/guardian/caregiver without a confidentiality release signed by the student. This confidentiality release must be completed and signed at the A&DS office. A confidentiality release signed through another office or department at Panola College does not grant parental access to disability-related information kept by A&DS. When a student with a disability requests accommodation, he or she understands that some disability-related information may be provided on a need-to-know basis to Panola College faculty and staff to help ensure that the student receives appropriate accommodations. Otherwise, College faculty and staff need to know only (1) that the student has been through the disability documentation review process; and (2) the accommodations have been approved by A&DS to meet the student's disability-related needs.

I_____, authorize the Panola College A&DS staff to have access to any and all academic records to assist me in planning schedules and evaluating academic progress.

I _____, give Panola College Office of A&DS staff permission to share relevant information on a need-to-know basis with Panola College administrators, faculty, health or counseling staff, request information about me from other campus offices.
Please list any restrictions to this authorization below:
_____
_____

I _____, Panola College Office of A&DS staff to contact relevant external service providers (medical doctors, psychologists, audiologist, psychiatrists, etc.) who have provided information concerning my disability, in order to obtain information needed to determine appropriate and effective accommodations and services.

I _____, understand that I may amend this agreement at any time in writing and, unless I note otherwise, it will remain in effect until completion of my program at Panola College.

Student Signature _____ Date _____

Understanding and Acknowledgment of Requested Accommodations & Disability

☐ **I** have read and understand the information on the accommodations request form.

☐ **I** understand that submitting this application does not guarantee a specific type of support service(s).

☐ **I** understand that I must meet with Panola College Accommodations & Disability Support before each semester of my enrollment to request accommodations.

☐ **I** will or have provided the appropriate documentation of my disability in order to receive an accommodation.

☐ **I** agree to comply with the Panola College Catalog and Pathfinder-Student Handbook, and the Panola College Accommodations & Disability Support Handbook.

☐ **I** certify that the information I have provided is accurate and true and may be shared with the appropriate faculty/staff.

☐ **I** understand that all records are kept confidential.

☐ **I** understand that all of my records with the Panola College Accommodations & Disability Support are kept for **5 years** after last activity.

☐ **I** understand that I am my own advocate. It is my responsibility to request accommodations and to notify instructors of my need for accommodations. It is also my responsibility to report any concern I may have regarding accommodations to the Panola College Accommodations & Disability Support office.

☐ **I** understand that documentation of my disability must be provided to the Panola College Accommodations & Disability Support office before accommodations will be provided. I realize that I may need additional documentation upon transferring from or to another educational institution. It is my responsibility to consult with the transfer institution regarding their documentation requirements.

My signature below affirms that I have completed this application truthfully and that I have read and understand the confidentiality statement herein.

Student's Signature _____ Date_____

Parent's Signature _____ Date_____

(Required if recipient is under age 18)

Panola College Frequently Called Numbers

Accommodations &	**903.693.2046**
Disability Support Services	**903.693.1178**
Admissions/Advising	903.693.2038
Business Office	903.693.2082
Campus Police	903.693.1111
College Store	903.693.2089
Financial Aid	903.693.2035
Maintenance	903.693.1113
Marshall College Center	903.935.5039
Mental Health Resources	903.693.1132
	txt.903.265.9118
M.P. Baker Library	903.693.2052
Panola Pantry	903.693.2096
Placement Testing	903.693.2036
Residence Life Coordinator	903.693.1176
Shelby College Center	936.598.9543
Shelby Regional Training Center	936.591.9075
VP of Student Services	903.693.2048

Off Campus Numbers:

Community Healthcore	903.758.2471	Gregg County
	903.938.7711	Harrison County
	903.657.7526	Rusk County
Hope Community Medicine	903.690.8395	Panola County
	936.598.2716	Shelby County
Texas Health and Human Services	888.963.7111	State of Texas
Texas Rehabilitation Commission	903.935.7814	Marshall
	903.758.1783	Longview
	903.561.8131	Tyler