

Panola College

A Guide for Disability Services



Disability Support Services wants to help you build your story

Disability Support Services (DSS)
Phone: 903.693.2046
1109 W. Panola St. Carthage, TX 75633
Located in the Charles C. Matthews Foundation 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 Disability Support Services (DSS) 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. Special arrangements for example may include: allowing the use of tape recorders, or making special testing arrangements. 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 DSS will make reasonable accommodations for students with a diagnosed physical and/or learning disability by a licensed professional who have been admitted to the College and requests accommodations.

Panola College Disability Support Services Mission

Panola College Disability Support Services 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 Disability Support Services 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 major 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. Section 504 of the Rehabilitation Act of 1973 states that:

“No otherwise qualified handicapped individual in the United States. . .shall, solely by reason of. . .handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

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 Disabled Student Services 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
- Test accommodations
- Taped lecture/texts
- Notetakers
- Readers

Tutorial services

- Skills Bank (Basic Skills)
- Computer Tutoring Lab
- Paid Peer Tutors

NOTE: Panola College Disability Support Services are 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 *Handbook for Students with Disabilities* is mainly to inform the student of the accommodations available at Panola College.

The student should make the Disabled Student Services 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 accommodation or assistance to increase success will be provided as appropriate.

The deadline for applying for assistance with the Disabled Student Services 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.

Assistance with Registration

The student should make the Disabled Student Services 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.

If reasonable accommodation in registration procedure or instructional environment is requested, the student must obtain a **Request for Special Testing/Accommodations Form** from the Disabled Student Services Office and have an interview with the Disability Services Officer. Current medical and/or psychological documentation that verifies his/her disability will be required with the request form.

The deadline for applying for assistance with the Disabled Student Services Office is four weeks prior to the beginning of the initial semester or 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 regular college registration for that semester.

Counseling

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

Job Placement

Panola College attempts to assist students in job placement. Interest assessment, investigating career options, and access to occupational information are provided by the College website. Job opportunities (on campus and off campus) are posted regularly on designated College bulletin boards, 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. For job fair information contact career/technical counselor located in the Student Success Center.

Community Referrals

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

Accommodations of 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 the Disability Services Officer in the DSS Office to ensure that appropriate documentation is on file.
- Student must contact and present the Support Services 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 Disability Services Officer at 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 693.1112.

Service Animals or Emotional Support Animals

Please visit the websites below and/or contact the Panola College DSS office for more assistance.

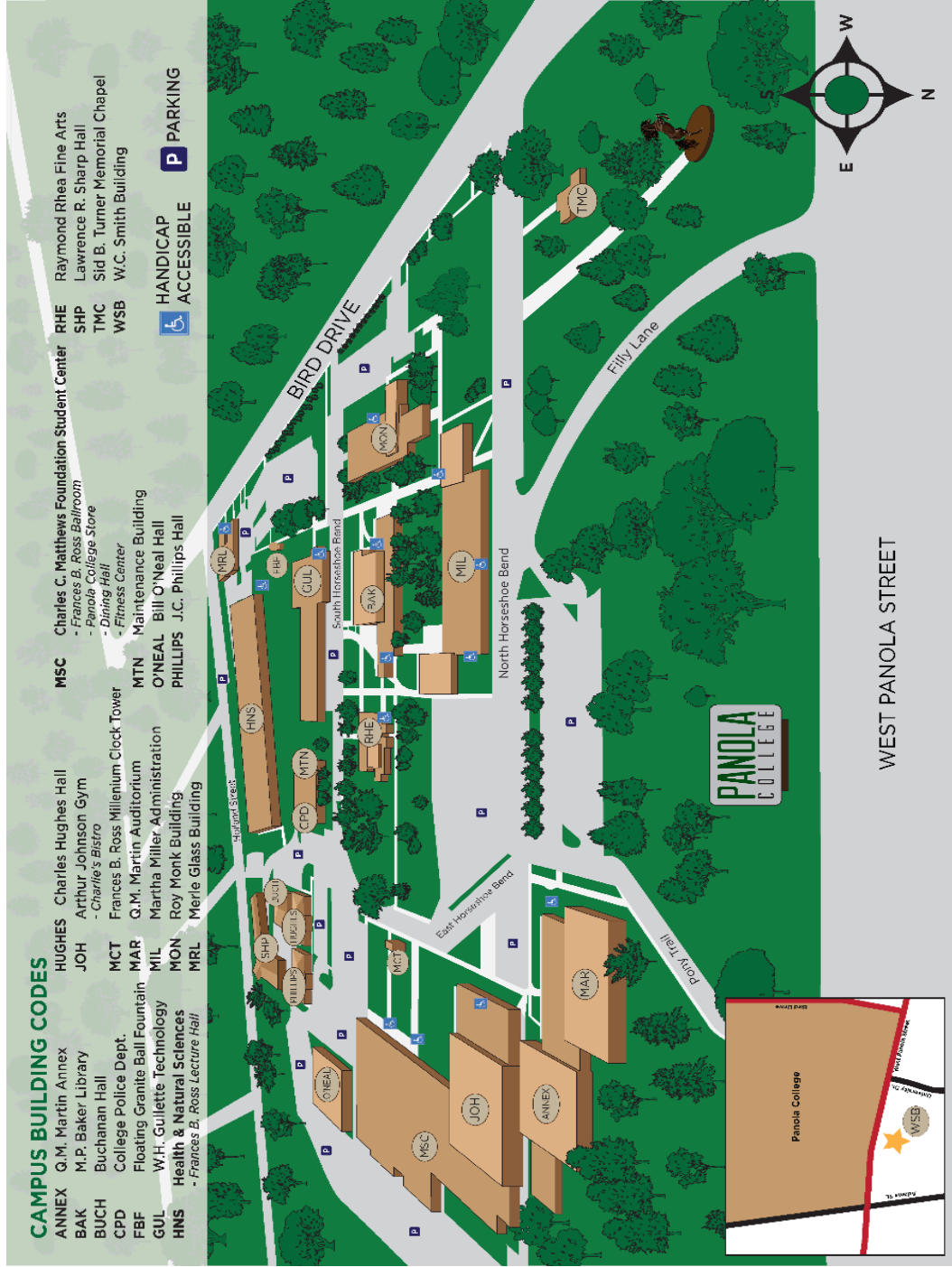
dss@panola.edu

https://www.ada.gov/regs2010/service_animal_qa.pdf

<https://adata.org/publication/service-animals-booklet>

PANOLA COLLEGE CARTHAGE, TEXAS CAMPUS MAP

The Disability Support Services is on the second floor of the Charles C. Mathews Student Success Center (MSC).



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 the Disability Support Services Officer in order to receive academic accommodations in their tertiary educational institution (i.e., college). Students must read the Panola College Disability Support Services Handbook and complete the application within. The completed application must be submitted to the Disability Support Services Office (DSSO) in person, email, or fax. Also, students must supply the DSSO with a copy of current documentation of their disability. Any documentation must be within five years of the application date.

Disability Support Services Office Review

Once a student has provided this documentation, the DSSO will review and develop an “Individual Accommodation Plan” (IAP) for the student and an IAP checklist for the student’s instructor(s).

Student Decision

Keep in mind that all students with disabilities do not identify themselves to DSSO by their choice. Students may also identify themselves to the DSSO yet may decide not to have an IAP 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) during the semester. Students must request renewal of accommodation(s) at the beginning of each semester and submit any new documentation if changes are needed.

Panola College, DSSO, and Instructors

Panola College and the DSSO are under no obligation to provide accommodation(s) retroactively. The instructor must implement the IAP accommodation(s) from the approved date forward. This means that neither the DSSO nor the instructor is under no 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) then the student must be referred to the DSSO 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 DSSO.

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? _____

If you are certified, 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 or a Service Animal? 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 disability support services, the student must complete the questions below and provide present documentation to the Panola College Disability Support Services (DSS) office. The DSS office is assigned the responsibility for collecting, 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 is no right or wrong answers. Your answers will help us determine which supports are most appropriate for you:

- | | |
|---|--|
| <input type="checkbox"/> Paying Attention in class | <input type="checkbox"/> Taking Notes |
| <input type="checkbox"/> Time Management | <input type="checkbox"/> Following directions |
| <input type="checkbox"/> Understanding what you have read | <input type="checkbox"/> Asking for help |
| <input type="checkbox"/> Finishing test on time | <input type="checkbox"/> 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)

- | | |
|---|---|
| <input type="checkbox"/> ADHD | <input type="checkbox"/> Intellectual Disability |
| <input type="checkbox"/> Autism Spectrum Disorder | <input type="checkbox"/> Speech Impairment |
| <input type="checkbox"/> Learning Disability | <input type="checkbox"/> Blind or Low Vision |
| <input type="checkbox"/> Orthopedic Impairment | <input type="checkbox"/> Visual Impairment |
| <input type="checkbox"/> Deaf | <input type="checkbox"/> Traumatic Brain Injury |
| <input type="checkbox"/> Hard-of-Hearing | <input type="checkbox"/> Psychiatric Disability |
| <input type="checkbox"/> Psychological Condition | <input type="checkbox"/> Chronic Health Condition |
| <input type="checkbox"/> Other _____ | |

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. (E.g. 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 Disability Support Services Accommodation Request Checklist

Note: If you wish instructors to provide accommodations for your disability needs, you must complete this form. Proof of a disability warranting the accommodation requested must be on file with the Career and Technical Advisor.

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 Disability Support Services Office facilitate a meeting between you and your instructors to discuss your academic needs, this can be arranged. Copies will be available from the Student Support Services 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 DSS office may provide NCR Carbonless paper can be provided 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.)
- A course syllabus and/or test schedule.
- 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 in relation to purposes of measure as a factor, which may include speed, accuracy, aptitude or achievement level being tested, 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 DSS office quiet non-distractive environment. (3 or less testing at a time)
- Special Circumstances Testing at home location through Respondus Lockdown Browser (Only available to homebound medical condition; students requires 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.

Other: _____

**CONFIDENTIALITY AND INFORMATION
RELEASE OF STUDENT RECORDS**

The Office of Disability Support Services (DSS) is responsible for receiving and maintaining disability-related documentation and information for students with disabilities at Panola College. All documentation in the student's DSS 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 DSS a signed release to share disability-related information with the person(s) or office(s) named on the release; (b) DSS 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. DSS staff will not release disability-related information to a student's parents/guardian/caregiver without a confidentiality release signed by the student. This must be a confidentiality release completed and signed at the DSS office. A confidentiality release signed through another office or department at Panola College does not grant parental access to disability-related information kept by DSS. When a student with a disability requests accommodations, 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 DSS to meet the student's disability-related needs.

I _____, authorize the Panola College DSS 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 DSS staff permission to share relevant information on a need-to-know basis with Panola College administrators, faculty, health or counseling staff, request information about you from other campus offices.

Please list any restrictions to this authorization below:

I _____, Panola College Office of DSS 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 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 Disability Support Services before each semester of my enrollment to request Support Service 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 Disability Support Services 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 Disability Support Services are kept for **5 years** after last activity.
- I understand that I am my own advocated. 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 Disability Support Services office.
- I understand that documentation of my disability must be provided to the Panola College Disability Support Services 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)



REQUEST FOR SPECIAL TESTING

If you claim to have a physical or mental impairment that substantially limits a major life activity, you may be eligible for accommodations in the testing process which will ensure that the test accurately reflects your skills, knowledge, and abilities. Attempts will be made to provide a reasonable accommodation which will allow you to demonstrate your abilities.

The information requested below, and any documentation regarding your disability or need for accommodation in testing, will be considered **strictly confidential** and will not be furnished to any outside source without your permission:

Name: _____
(Last Name) (First Name) (MI)

Address _____
(Street) (State) (Zip)

Telephone# :(Including Area Code) _____

Accommodation requested for the _____ examination.

ACCOMMODATION REQUESTED

The following accommodations are requested to provide me (the examinee) with an accessible testing arrangement. Please be specific, for example, "Test should be printed in black ink," or "I will need a magnifying glass to read the test."

1. _____
2. _____
3. _____
4. _____
5. _____

(If needed, use reverse side of sheet)

Requestor Signature

Date

Staff Signature

Date

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.



DSS EQUIPMENT CHECK-OUT

Equipment _____ Number _____

Checked out to:

Name

Student ID Number

Semester

Date

This equipment must be returned to the Disabled Student Services Office no later than the day of the student's last final exam. If the equipment is not returned by the due date in operable condition, a hold will be placed on the student's transcript and cost or replacement will be assessed.

In checking out this DSS equipment, I agree to the above terms.

Student signature

Date

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.

Panola College Frequently Called Numbers

Main Switchboard	903.693.2000
Campus Police	903.693.1112
Disability Support Services	903.693.2046
Financial Aid	903.693.2039
M.P. Baker Library	903.693.2052
Business Office	903.693.2082
Scholarships	903.693.2029
Food service	903.693.2015
Maintenance	903.693.1113
Admissions and Records	903.693.2038
College Store	903.693.2019
Career and Technical Advisor	903.693.2046
Placement Testing	903.693.2036
Advising	903.693.2048
VP of Student Services	903.693.2048
Director of Student Life	903.693.2011
Residence Life Coordinator	903.693.1176
Marshall College Center	903.935.5039
Shelby Regional Training Center	936.591.9075
Shelby College Center	936.598.9543

Off Campus Numbers:

Texas Rehabilitation Commission	903.935.7814 903.758.1783 903.561.8131	Marshall Longview Tyler
Texas Health and Human Services	888.963.7111	State of Texas
Community Healthcore	800.446.8253	Gregg, Harrison, Panola County
Burke Center	800.621.1523	Shelby County